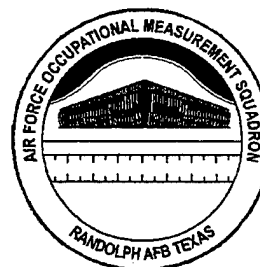




**UNITED STATES
AIR FORCE**



OCCUPATIONAL SURVEY REPORT



**MAINTENANCE DATA SYSTEMS ANALYSIS
AFSC 2R0X1**

OSSN 2297

FEBRUARY 1998

**OCCUPATIONAL ANALYSIS PROGRAM
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION and TRAINING COMMAND
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PREFACE

This report presents the results of an Air Force Occupational Survey of the Maintenance Data Systems Analysis career ladder, Air Force Specialty Code (AFSC) 2R0X1. Authority for conducting occupational surveys is contained in AFI 36-2623. Computer products used in this report are available for use by operations and training officials.

The survey instrument was developed by 1Lt Christopher Gilliam. Computer programming support was provided by Mr. Tyrone Hill. Mr. Robert E. Boerstler, Jr. analyzed the data and wrote the final report. This report has been reviewed and approved by Lt Col Roger W. Barnes, Chief, Airman Analysis Section, Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS).

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies are available upon request to AFOMS/OMYXI, 1550 5th Street East, Randolph Air Force Base, Texas 78150-4449, or by calling DSN 487-5543. For information on the Air Force occupational survey process or other on-going projects, visit our web site at <http://www.omsq.af.mil>.

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SUMMARY OF RESULTS

1. **Survey Coverage:** The Maintenance Data Systems Analysis career ladder was surveyed to provide current job and task data for use in updating career ladder documents and training programs. Survey results are based on responses from 500 Active Duty, Air National Guard, and Air Force Reserve respondents, accounting for 52 percent of the total population surveyed.
2. **Specialty Jobs:** Five jobs and two clusters were identified in the career ladder structure analysis. All but one of them are totally oriented toward technical task performance of the Maintenance Data Systems Analysis career ladder and account for 77 percent of the population. The remaining job is primarily management in nature.
3. **Career Ladder Progression:** Skill-level progression for members of this AFSC is typical of most career ladders. Three-skill level personnel spend the vast majority of their job time performing technical tasks in the various career ladder jobs. At the 5-skill level, personnel are still heavily involved in the technical tasks. Personnel at the 7-skill level begin to become involved with workcenter supervision. Air National Guard and Air Force Reserve 7-skill level personnel are more involved in technical tasks than their Active Duty counterparts.
4. **Training Analysis:** The current STS provides comprehensive coverage of the work performed by career ladder personnel. Some STS elements warrant review of proficiency coding based on survey data. Few tasks were not referenced to the STS.
5. **Job Satisfaction:** In general, job satisfaction among AFSC 2R0X1 personnel is low for first- and second-enlistment airmen. Similar findings were noted when the current survey was compared to the previous survey and to the comparative sample of similar AFSCs. Respondents within the various Maintenance Data Systems Analysis job groups are far less satisfied with their jobs than the respondents in the First-Line Supervisor job. First-enlistment personnel responded with low reenlistment intentions.
6. **Implications:** The current AFSC 2R0X1 career ladder structure reflects an overall normal job progression. Five specific jobs and two clusters were identified in the career ladder. Career ladder training documents are well supported by survey data, with some items warranting further review. Overall, job satisfaction is low among career ladder incumbents. Reenlistment intentions for first-enlistment airmen is low.

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**OCCUPATIONAL SURVEY REPORT (OSR)
MAINTENANCE DATA SYSTEMS ANALYSIS
(AFSC 2R0X1)**

INTRODUCTION

This is a report of an occupational survey of the Maintenance Data Systems Analysis career ladder conducted by the Air Force Occupational Measurement Squadron (AFOMS). The current Maintenance Data Systems Analysis career ladder was created in October 1993 with the conversion from AFSC 391X0 to AFSC 2R0X1 under the "whole new classification system". Survey data will be used to identify current utilization patterns among career ladder personnel and evaluate career ladder documents and training programs. The last OSR published for the Maintenance Data Systems Analysis career ladder was October 1994.

Background

As described in the AFMAN 36-2108, *Airman Classification*, 31 October 1997, *Specialty Description*, dated 31 October 1994, Maintenance Data Systems Analysis personnel monitor, collect, assemble, and audit data for reports or briefings; initiate special studies and investigations and perform statistical analysis; report findings to managers with recommendations; inform managers of significant factors affecting the mission; manages management information systems (MIS); and coordinates with customers.

Personnel entering the AFSC 2R0X1 career ladder must attend the Maintenance Data Systems Analysis Apprentice course at Sheppard AFB TX lasting 56 academic days. Upon completion of this AFSC awarding course, the graduate is awarded the 3-skill level.

Entry into this career ladder currently requires an Armed Forces Vocational Aptitude Test Battery (ASVAB) score of General - 53; a strength factor of "G" (Weight lift of 40 lbs) is also required.

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SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory (JI) Occupational Survey Study Number (OSSN) 2297, dated July 1997. A tentative task list was prepared after reviewing pertinent career ladder publications and directives, pertinent tasks from the previous survey instrument, and data from the last OSR. The preliminary task list was refined and validated through personal interviews with 38 subject-matter experts (SMEs) at the following training location and operational installations:

<u>BASE</u>	<u>UNIT VISITED</u>
Sheppard AFB TX	362 TRS/RM
Travis AFB CA	60 LSS/LGLOA
Edwards AFB CA	412 LSS/LGLOA
Mountain Home AFB ID	366 OSS/OSOA
Eglin AFB FL	33 OSS/OSOA
Hurlburt Field FL	16 LSS/LGLOA

The resulting JI contains a comprehensive listing of 316 tasks grouped under 8 duty headings, and a background section requesting such information as grade, base, MAJCOM assigned, organizational level, component status, job title, functional area, computer software used, standard base level computer used, systems used, time performing duties other than data base analysis, and network connectivity.

Survey Administration

From July 1997 through November 1997, base training offices at operational units worldwide administered the inventory to eligible AFSC 2R0X1 personnel. Job incumbents were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Personnel Center, Randolph AFB TX. Each individual who completed the inventory first completed an identification and biographical information section and then checked each task performed in his or her current job. After checking all tasks performed, each member then rated each of these tasks on a 9-point scale, showing relative time spent on that task, as compared to all other tasks checked. The ratings ranged from 1 (very small amount time

spent) through 5 (about average time spent) to 9 (very large amount time spent). To determine relative time spent for each task checked by a respondent, all of the incumbent's ratings are assumed to account for 100 percent of his or her time spent on the job and are summed. Each task rating is then divided by the total task ratings and multiplied by 100 to provide a relative percentage of time for each task. This procedure provides a basis for comparing tasks in terms of both percent members performing and average percent time spent.

Survey Sample

Personnel were selected to participate in this survey so as to ensure an accurate representation across major commands (MAJCOM) and military paygrade groups. All eligible Active Duty (AD), Air National Guard (ANG), and Air Force Reserve Command (AFRC) AFSC 2R0X1 personnel were mailed survey diskettes. Table 1 reflects the percentage distribution, by MAJCOM, of assigned AFSC 2R0X1 personnel as of July 1997. The 500 respondents in the final sample represent 48 percent of the total assigned personnel and 52 percent of the total personnel surveyed. Table 2 reflects the paygrade distribution for these AFSC 2R0X1 personnel.

TABLE 1
COMMAND DISTRIBUTION OF AFSC 2R0X1 PERSONNEL

COMMAND	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
ACC	22	22
AMC	13	19
PACAF	7	6
AFMC	6	6
USAFE	5	4
AETC	5	8
AFSOC	3	1
AFSPC	3	4
ANG	23	17
AFRC	10	11
OTHER	3	2

TOTAL ASSIGNED* = 1,039

TOTAL SURVEYED** = 966

TOTAL IN SURVEY SAMPLE = 500

PERCENT OF ASSIGNED IN SAMPLE = 48%

PERCENT OF SURVEYED IN SAMPLE = 52%

* Assigned strength as of July 1997

** Excludes personnel in PCS, student, or hospital status, or less than 6 weeks on the job

TABLE 2
PAYGRADE DISTRIBUTION OF SURVEY SAMPLE

GRADE	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
E-1 - E-3	15	11
E-4	24	18
E-5	27	30
E-6	15	18
E-7	15	20
E-8	2	2
E-9	2	1

* Assigned strength as of May 1997

Both Command and Paygrade distribution of the survey sample are close to the percent assigned. This indicates the sample is a true representation of the career ladder population.

Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. To obtain the needed task factor data, selected senior AFSC 2R0X1 personnel (generally E-6 or E-7 craftsmen) also completed a second booklet for either training emphasis (TE) or task difficulty (TD). These booklets were processed separately from the JIs. This information is used in a number of different analyses discussed in more detail within the report.

Training Emphasis (TE): TE is a rating of the amount of emphasis that should be placed on tasks in entry-level training. The 42 senior NCOs who completed a TE booklet were asked to select tasks they felt require some sort of structured training for entry-level personnel and then indicate how much training emphasis these tasks should receive, from 1 (extremely low emphasis) to 9 (extremely high emphasis). Structured training is defined as training provided at resident training schools, field training detachments (FTD), mobile training teams (MTT), formal on-the-job-training (OJT), or any other organized training method. Interrater agreement for these 42 raters was acceptable. The average TE rating was 2.45, with a standard deviation of 1.64. Any task with a TE rating of 4.09 or above is considered to have high TE.

Task Difficulty (TD): TD is an estimate of the amount of time needed to learn how to do each task satisfactorily. The 39 senior NCOs who completed TD booklets were asked to rate the difficulty of each task using a 9-point scale (extremely low to extremely high). Interrater reliability was acceptable. Ratings were standardized so tasks have an average difficulty of 5.00 and a standard deviation of 1.00. Any task with a TD rating of 6.00 or above is considered to be difficult to learn.

When used in conjunction with the primary criterion of percent members performing, TE and TD ratings can provide insight into first-enlistment personnel training requirements. Such insights may suggest a need for lengthening or shortening portions of instruction supporting entry-level jobs.

SPECIALTY JOBS

Career Ladder Structure

The first step in the analysis process is to identify the structure of the career ladder in terms of the jobs performed by the respondents. The Comprehensive Occupational Data Analysis Program (CODAP) assists by creating an individual job description for each respondent based on the tasks performed and relative amount of time spent on these tasks. The CODAP automated job clustering program then compares all the individual job descriptions, locates the two descriptions with the most similar tasks and time spent ratings, and combines them to form a composite job description. In successive stages, CODAP either adds new members to this initial group, or forms new groups based on the similarity of tasks and time spent ratings.

The basic group used in the hierarchical clustering process is the Job. When two or more jobs have a substantial degree of similarity, in tasks performed and time spent on tasks, they are grouped together and identified as a Cluster. The structure of the career ladder is then defined in terms of jobs and clusters of jobs.

Overview of Specialty Jobs

Based on the analysis of tasks performed and the amount of time spent performing each task, 5 independent jobs and 2 clusters were identified within the career ladder. Figure 1 illustrates the jobs and clusters performed by AFSC 2R0X1 personnel.

A listing of these jobs and clusters is provided below. The stage (ST) number shown beside each title references computer printed information, the letter "N" indicates the number of personnel in each group.

- I. Maintenance Data Analysis Cluster (ST054, N=127)
- II. Core Automated Maintenance System (CAMS) Data Base Management Job (ST073, N=78)
- III. Functional Analyst/Manager Job (ST067, N=10)
- IV. G081 Data Base Management Cluster (ST031, N=24)
- V. First Line Supervisor Job (ST070, N=137)
- VI. Management Job (ST094, N=42)
- VII. Communications-Electronics Analysis Job (ST061, N=5)

The respondents forming these jobs and clusters account for 86 percent of the survey sample. The remaining 14 percent, for one reason or another, did not group into one of these jobs or clusters. Examples of job titles for these personnel include CDC Writer, Dormitory Manager, Mobility NCO, Resource Advisor, and Special Projects Manager.

**AFSC 2R0X1 CAREER LADDER SPECIALTY JOBS
(N = 500)**

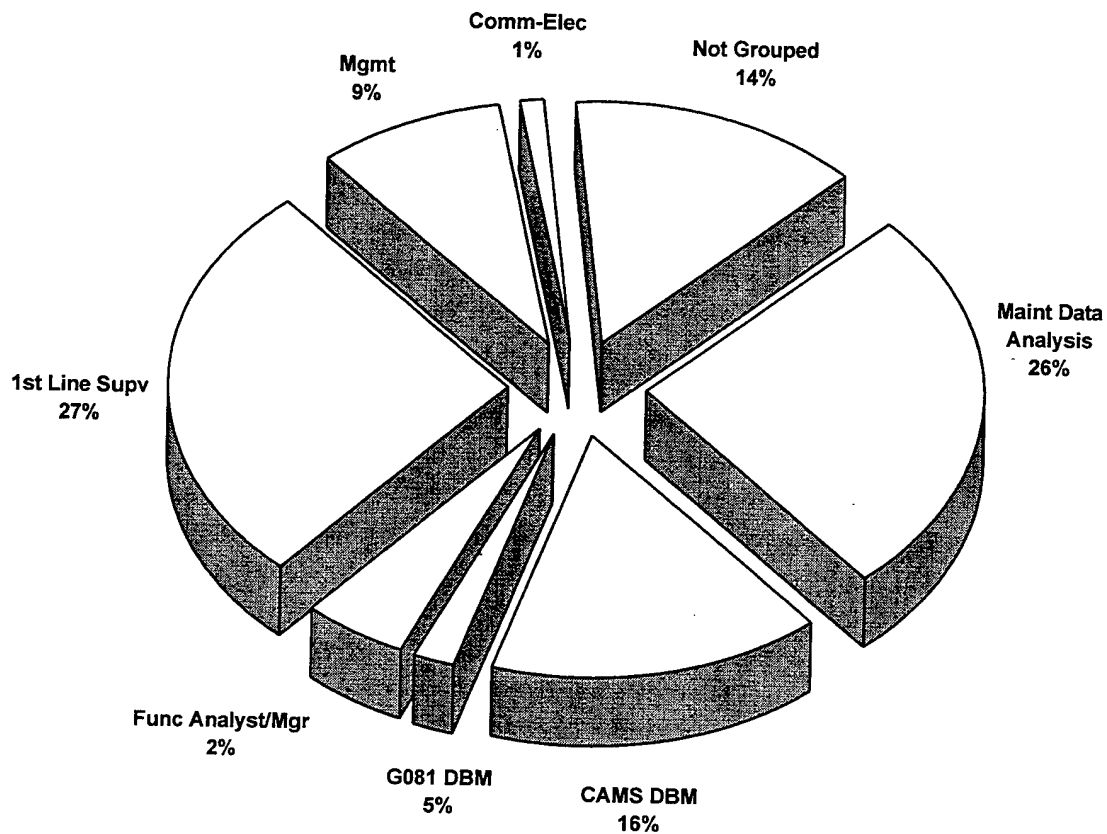


FIGURE 1

Group Descriptions

The following paragraphs contain brief descriptions of the jobs and clusters identified through the career ladder structure analysis. Table 3 presents the relative time spent on duties by members of these specialty jobs and clusters. Selected background data for these jobs and clusters are provided in Table 4. Representative tasks for all the groups are contained in Appendix A. Table 5 shows a job comparison between the current and 1994 surveys.

I. MAINTENANCE DATA ANALYSIS CLUSTER (ST054). The 127 airmen performing within this cluster (26 percent of the survey sample) represent 2R0X1 personnel who spend more time than any other job or cluster performing General Calculations and Analysis tasks of Duty A (Table 3). The average number of tasks performed by this group are 34, the fewest of any other job or cluster, indicating the narrow focus of these airmen in performing the core duties of the AFSC. Distinctive tasks performed include:

- Compute break rates
- Compute fix rates
- Extract break rate data
- Extract fix rate data
- Calculate mission deviation rates
- Review status rates, such as not mission capable (NMC), for developing trends or problems
- Calculate percentiles
- Conduct special studies
- Compile pilot reported discrepancies (PRDs) data
- Compile data for aerospace vehicle summaries
- Compute aerospace vehicle scheduling effectiveness data
- Extract data from delayed discrepancy maintenance reports

Forty-five percent of these airmen hold the 5-skill level, 28 percent the 7-skill level, and 27 percent the 3-skill level. Eighty-three percent of these airmen are AD, averaging 6 years in the career field and 7 1/2 years in the service. Forty-two percent are in their first enlistment.

There are three distinct jobs within this cluster that are separated by the frequency of the tasks performed. The **Entry-Level Analyst Job** is defined by the high percent of their time spent performing the General Calculations and Analysis activities of Duty A. The average number of tasks performed in this group are the lowest of the three jobs and define a typical entry-level job limited to specific tasks. The predominant paygrades are E-3 and E-4 with an average of just over 2 years in the job.

The **Maintenance Analyst Job** is comprised of members performing an average of 49 tasks. They spend 70 percent of their time performing the General Calculations and Analysis activities of Duty A and 14 percent of their time performing the Data Base Management activities of Duty C. The predominant paygrades of this job are E-4 to E-6.

The members forming the **Maintenance Analysis Supervisor Job** of this cluster spend 51 percent of their time performing the General Calculations and Analysis activities of Duty A. They are distinguished by spending 30 percent of their time performing the Management and Supervisory activities of Duty E. The predominant paygrade of this job is E-5.

II. CAMS DATA BASE MANAGEMENT JOB (ST073). The 78 airmen forming this job (16 percent of the survey sample) perform an average of 49 tasks and are distinguished by the amount of time spent on the Data Base Management activities of Duty C (Table 3). These airmen spend 64 percent of their time, the highest of any job or cluster, performing the tasks of Duty C and only 7 percent performing the General Calculations and Analysis tasks of Duty A. Typical of the tasks performed include:

- Troubleshoot user problems
- Correct data base errors
- Load or maintain transaction identification code (TRIC) security for individuals
- Load or maintain TRIC security for workcenters
- Notify systems users of status of unscheduled downtime for systems
- Instruct systems users on systems changes or problems, such as extended downtime procedures
- Build or execute runstreams
- Maintain systems advisory notice (SAN) files
- Monitor systems operations
- Maintain heads-up messages (HUMs)
- Perform delete history procedures
- Coordinate monthly releases with DMC and users

The predominant paygrade of this job is E-5. Ninety-two percent of these airmen are AD, averaging just over 7 years in the career field and 9 1/2 years in the service. Forty-six percent report holding the 5-skill level and 36 percent the 7-skill level.

III. FUNCTIONAL ANALYST/MANAGER JOB (ST067). The 10 airmen forming this job (2 percent of the survey sample) are distinguished by spending 27 percent of their time on Systems Analysis and Design activities of Duty D (Table 3), by far the highest of any job or cluster. Another 27 percent of their time is spent performing Data Base Management activities of Duty C. This job consists of airmen at the HQ Standard Systems Group and MAJCOM Functional Managers. They average 50 tasks including:

- Evaluate requirements for new programs or modifications to existing programs
- Analyze proposals or suggestions for systems modifications
- Evaluate CSRDs or DIREPs
- Analyze or evaluate user systems problems

- Troubleshoot user problems
- Submit or validate suggestions for systems modifications
- Initiate, prepare, or review difficulty reports (DIREPs)
- Review implementation of systems modifications, changes, or conversions, such as monthly releases or SANs
- Edit or test programs in CAMS
- Coordinate systems development with computer programmers, functional managers, or other analysts
- Initiate, prepare, or review communications-computer systems requirements documents (CSRDs)

All of these airmen are AD averaging 14 1/2 years in the career field and 17 years in the service. The predominant paygrades are E-4 to E-6 with 70 percent reporting they supervise others. Fifty percent hold the 5-skill level, and 20 percent the 7-skill level.

IV. G081 DATA BASE MANAGEMENT CLUSTER (ST031). Comprising 5 percent of the survey sample, these 24 airmen report performing G081 Data Base Management functions. Thirty-four percent of their time is devoted to the Data Base Management activities of Duty C (Table 3). Although there were no specific G081 tasks in the Job Inventory, this cluster separated from the others based on the tasks they perform throughout the duties of the Job Inventory. Upon closer examination of the personnel comprising this cluster, all airmen reported working with the G081 system. They average 40 tasks which include:

- Troubleshoot user problems
- Analyze or evaluate user systems problems
- Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting
- Instruct systems users on systems changes or problems, such as extended downtime procedures
- Store equipment, tools, parts, or supplies
- Interface microcomputers with mainframes
- Monitor systems operations
- Inventory equipment, tools, parts, or supplies
- Notify systems users of status of unscheduled downtime for systems
- Develop retrievals using variable information retrieval programs (VIRPs)
- Analyze proposals or suggestions for systems modifications
- Coordinate systems hardware problems or repairs with DMC or users

Sixty-three percent of these cluster incumbents hold the 5-skill level with 29 percent holding the 7-skill level. Of the 29 percent AD job incumbents, the average time in the career field is just over 7 years with just over 10 years time in service. All cluster incumbents are assigned to units within the United States.

There are two distinct jobs within this cluster that are separated by the frequency of the tasks performed. The **Data Base Management Job** is defined by the 53 percent of their time spent performing the Data Base Management activities of Duty C. They perform an average of 24 tasks, indicating a narrowly defined job. Fifty percent of these airmen are AD, all assigned to AMC, with 33 percent ANG and 17 percent AFRC. The predominant paygrade is E-5.

The **Reserve/Guard Data Base Management Job** is comprised of members averaging a higher number of tasks performed than the other jobs of this cluster. They spend 31 percent of their time performing Data Base Management activities of Duty C and 20 percent of their time performing the Management and Supervisory activities of Duty E. Of these 10 airmen, 6 are ANG and 4 are AFRC. The predominant paygrade of this job is E-6.

V. FIRST LINE SUPERVISOR JOB (ST070). The 137 members of this job, the largest job identified, perform both technical and supervisory duties. Unlike other jobs identified that normally devote a high percentage of their time in one specific Duty, this groups' time is more evenly distributed across the technical duty areas of the entire career ladder. Their time is fairly evenly distributed performing the General Calculations and Analysis activities of Duty A, Data Base Management activities of Duty C, and the Management and Supervisory activities of Duty E. These airmen perform an average of 121 tasks, by far the highest of any other job or cluster. Representative tasks include:

- Review status rates, such as not mission capable (NMC), for developing trends or problems
- Troubleshoot user problems
- Compute break rates
- Conduct self-inspections or self-assessments
- Advise staff agencies or users on availability of programs or routines
- Conduct special studies
- Compile end-item equipment downtime and work unit code data
- Instruct systems users on systems changes or problems, such as extended downtime procedures
- Interface microcomputers with mainframes
- Prepare or conduct briefings on aerospace vehicle maintenance performance
- Compile data for aerospace vehicle summaries
- Extract break rate data

Seventy-two percent of the members of this job hold the 7-skill level. The predominant paygrades of these members range from E-5 to E-7. Forty-nine percent of these airmen are AD, 35 percent ANG and 16 percent AFRC. The AD members of this job average nearly 10 years in the career field and just over 14 years in the service. Fourteen percent are assigned to units overseas.

VI. MANAGEMENT JOB (ST094). The 42 airmen forming this job (9 percent of the survey sample) represent the senior members of the career ladder. This job is typical of all career ladders and reflects the management and supervisory tasks performed by these members. They spend 55 percent of their time performing the Management and Supervisory activities of Duty E. They perform an average of 67 tasks. Representative tasks include:

- Counsel subordinates concerning personal matters
- Write performance reports or supervisory appraisals
- Supervise military personnel
- Conduct supervisory performance feedback sessions
- Write recommendations for awards or decorations
- Interpret policies, directives, or procedures for subordinates
- Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting
- Conduct supervisory orientations for newly assigned personnel
- Inspect personnel for compliance with military standards
- Evaluate personnel for promotion, demotion, reclassification, or special awards
- Evaluate personnel for compliance with performance standards
- Develop or establish work methods or procedures
- Determine or establish work assignments or priorities

Seventy-one percent of these members hold a 7-skill level and 10 percent the 9-skill level. The average time in the career ladder is almost 12 1/2 years, with an average 17 years in service. The predominant paygrades of this job are E-6 and E-7. Eighty percent are AD and 20 percent are ANG. Furthermore, 80 percent of these members report they are assigned within the United States.

VII. COMMUNICATIONS-ELECTRONICS ANALYSIS JOB (ST061). The 5 airmen performing this job (1 percent of the survey sample) represent the airmen performing the C-E functions of the career ladder. Seventeen percent of their time is spent performing the Communications-Electronics activities of Duty B, the highest of any other job or cluster identified. These job incumbents also spend 12 percent of their time performing the General Calculations and Analysis activities of Duty A and 12 percent performing the Data Base Management activities of Duty C. They perform an average of 72 tasks indicating a somewhat diverse job. Distinctive tasks performed include:

- Troubleshoot user problems
- Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)
- Review C-E inventory reports for accuracy
- Develop or establish work methods or procedures
- Write inspection reports

- Conduct self-inspections or self-assessments
- Analyze or evaluate user systems problems
- Develop self-inspection or self-assessment program checklists
- Evaluate job documentation data (JDD)
- Calculate C-E unscheduled-versus-scheduled maintenance rates

Eighty percent of these airmen are AD and 20 percent are ANG. Eighty percent hold the 7-skill level and 20 percent the 5-skill level. The predominant paygrades are E-6 and E-7 with an average of almost 12 years in the career ladder and 17 years in the service.

Comparison to Previous Study

Table 5 lists the jobs identified in this report and compares them to the jobs of the 1994 report. All five previous jobs identified in the 1994 report matched to similar jobs in this report. The Functional Analyst/Manager Job of this report did not match any previous jobs from the 1994 report.

TABLE 3

RELATIVE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS

DUTIES	Maint Data Analysis Cluster (ST054) (N=127)	CAMS DBM Job (ST073) (N=78)	Functional		G081 DBM Cluster (ST031) (N=24)	1st Line Supv Job (ST070) (N=137)	Mgmt Job (ST094) (N=42)	Comm- Elect Job (ST061) (N=5)
			Analyst/ Mgr Job (ST067) (N=10)					
A PERFORMING GENERAL CALCULATIONS AND ANALYSIS ACTIVITIES	77	7	*		10	31	19	12
B PERFORMING COMMUNICATIONS-ELECTRONICS (C-E) ACTIVITIES	1	1	1		1	2	1	17
C PERFORMING DATA BASE MANAGEMENT ACTIVITIES	8	64	27		34	20	4	13
D PERFORMING SYSTEMS ANALYSIS AND DESIGN ACTIVITIES	1	8	27		16	5	1	4
E PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	7	11	32		18	26	55	32
F PERFORMING TRAINING ACTIVITIES	3	4	7		5	8	14	11
G PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER SYSTEM ACTIVITIES	2	2	4		5	5	4	8
H PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1	3	1		11	3	2	3

* less than 1 percent

TABLE 4

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

DUTIES	Maint Data Analysis Cluster (ST054) (N=127)	CAMS DBM Job (ST073) (N=78)	Functional Analys/ Mgr Job (ST067) (N=10)	G081 DBM Cluster (ST031) (N=24)	1st Line Supv Job (ST070) (N=137)	Mgmt Job (ST094) (N=42)	Comm- Elect Job (ST061) (N=5)
NUMBER IN GROUP	127	78	10	24	137	42	5
PERCENT OF SAMPLE	26	16	2	5	27	9	1
PERCENT IN CONUS	83	81	90	100	86	81	80
DAFSC DISTRIBUTION:							
2R031	27	18	0	4	2	2	0
2R051	45	46	30	63	25	12	20
2R071	28	36	50	29	72	71	80
2R091	0	0	20	0	1	10	0
2R000	0	0	0	4	0	5	0
COMPONENT STATUS:							
ACTIVE DUTY	83	92	100	29	49	95	80
AIR NATIONAL GUARD	10	7	0	33	35	5	20
AIR FORCE RESERVE	8	1	0	37	16	0	0
PREDOMINANT GRADE(S)							
AVERAGE MONTHS IN CAREER FIELD *	E-3 - E-5	E-5	E-4 - E-6	E-5 - E-6	E-5 - E-7	E-7	E-6 - E-7
AVERAGE MONTHS IN SERVICE *	69	88	173	88	118	149	143
PERCENT IN FIRST ENLISTMENT (1-48 MOS TAFMS) *	89	115	208	124	172	218	204
PERCENT SUPERVISING	42	23	0	0	2	0	0
AVERAGE NUMBER OF TASKS PERFORMED	14	32	70	0	71	95	20
	34	49	50	40	121	67	72

*Active Duty Only

TABLE 5

SPECIALTY JOB COMPARISON BETWEEN CURRENT AND 1994 SURVEYS

CURRENT SURVEY (N=500)	1994 SURVEY (N=682)
MAINTENANCE DATA ANALYSIS CLUSTER	ANALYSIS CLUSTER
CAMS DATA BASE MANAGEMENT JOB	DATA BASE MANAGEMENT CLUSTER
FUNCTIONAL ANALYST/MANAGER JOB	<i>NO SIMILAR JOB IDENTIFIED</i>
G081 DATA BASE MANAGEMENT CLUSTER	DATA BASE MANAGEMENT CLUSTER
FIRST LINE SUPERVISOR JOB	SUPERVISORY MANAGEMENT CLUSTER
MANAGEMENT JOB	SUPERVISORY MANAGEMENT CLUSTER
COMMUNICATIONS-ELECTRONICS ANALYSIS JOB	COMMUNICATIONS-ELECTRONICS ANALYSIS JOB

ANALYSIS OF DAFSC GROUPS

An analysis of DAFSC groups, in conjunction with the analysis of the career ladder structure, is an important part of each occupational survey. The DAFSC analysis identifies differences in tasks performed at the various skill levels. This information may then be used to evaluate how well career ladder documents, such as the AFMAN 36-2108 *Airman Classification*, Specialty Description and the Career Field Education and Training Plan (CFETP), reflect what career ladder personnel are actually doing in the field.

The distribution of skill-level groups across the career ladder jobs and clusters is displayed in Tables 6-9, while Tables 10-13 offer another perspective by displaying the relative percent time spent on each duty across skill-level groups. These tables reflect the distribution of AD, ANG, and AFRC personnel. A typical pattern of progression is noted within the AFSC 2R0X1 career ladder. Personnel at the 3- and 5-skill levels work in the technical jobs of the career ladder and spend most of their time on technical tasks. As incumbents move up to the 7-skill level, higher percentages work in the supervisory jobs, but many personnel still spend some time performing technical tasks. At the 9-skill level, individuals have moved away from the technical tasks completely and are performing supervisory and management functions.

Skill-Level Descriptions

DAFSC 2R031 Representing 19 percent of the survey sample, these 68 active duty airmen perform an average of 31 tasks. Fifty percent of this group work in the Maintenance Data Analysis Cluster (Table 6), with 21 percent performing in the CAMS Data Base Management Job.

Table 10 reflects the percent time spent on duties by DAFSC 2R031 personnel. At the 3-skill level, their time is mainly devoted to the technical tasks of duties A and C. Representative tasks performed by these members are listed in Table 14.

DAFSC 2R051 The 178 members of this group account for 38 percent of the survey sample and represent the core of the career ladder. Thirty-two percent work in the Maintenance Data Analysis Cluster, 20 percent in the CAMS Data Base Management, and 19 percent in the First Line Supervisor Job (Table 7). This table also reflects the differences in the job distribution between the Active and Reserve Forces. The AD employs a higher percentage of the 5-skill levels in the Maintenance Data Analysis Cluster than the Reserve Forces, while the ANG employs 64 percent of their 5-skill level technicians in the First Line Supervisor Job. Forty-four percent of the AFRC 5-skill level members are employed in the G081 Data Base Management Cluster.

Table 11 provides a comparison of the present time spent on duties for the Active and Reserve Forces at the 5-skill level. As this table reflects, there are few differences in where the 5-skill levels spend their time.

Tables 15-18 list representative tasks performed by these DAFSC 2R051 personnel. Table 19 reflects those tasks which best differentiate the 5-skill levels from the 3-skill levels.

DAFSC 2R071 These 238 members perform an average 79 tasks and represent 40 percent of the survey sample. Table 8 shows the highest percentage of members are in First Line Supervisor Job and a high active duty percentage in the Management Job. This table depicts the difference in the way the Reserve Forces employ their 7-skill level personnel as First Line Supervisors versus their AD counterparts. Nineteen percent of the AD 7-skill levels are employed in the Management Job versus only 3 percent in the ANG.

Table 12 reflects the percent time spent on duties by DAFSC 2R071 members. The main differences reflected by this table are the amount of time spent on Management and Supervisory tasks by the AD personnel compared to the technical tasks of the Reserve Forces 7-skill level personnel. Representative tasks are reflected in Tables 20-23 for 7-skill level personnel. Table 24 reflects tasks which best differentiate between the 7- and 5-skill levels.

DAFSC 2R091 Representing only two percent of the survey sample, these 10 airmen perform an average 52 tasks. Forty percent of this group work in the Management Job and 20 percent in the Functional Analyst/Manager Job (Table 9).

Table 13 reflects the present time spent on duties by DAFSC 2R091 personnel. At the 9-skill level, their time is mainly devoted to the Management and Supervisory tasks of Duty E. Representative tasks performed by these members are listed in Table 25. The tasks which best differentiate between 9- and 7-skill levels are reflected in Table 26.

Summary

Progression in the Maintenance Data Systems Analysis career ladder follows a regular pattern of highly technical focus at the lower skill levels, with a broadening into supervision and management at the 7-skill level. An emphasis is clearly seen in performing primarily the core job of the career ladder at the 5- and 7-skill levels. Craftsmen at the 7-skill level are beginning to shift to supervisory jobs, but a good deal of their time is still spent in the technical arena. Air National Guard and Air Force Reserve 7-skill level personnel spend a much higher percentage of their time performing technical tasks versus supervisory tasks than their Active Duty counterparts.

TABLE 6

DISTRIBUTION OF 3-SKILL LEVEL DAFSC GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

<u>SPECIALTY JOBS</u>	<u>ACTIVE</u>	
	2R031	(N=68)
I. MAINTENANCE DATA ANALYSIS CLUSTER	50	
II. CAMS DATA BASE MANAGEMENT JOB	21	
III. FUNCTIONAL ANALYST/MANAGER JOB	0	
IV. G081 DATA BASE MANAGEMENT CLUSTER	2	
V. FIRST LINE SUPERVISOR JOB	0	
VI. MANAGEMENT JOB	0	
VII. COMMUNICATIONS-ELECTRONICS ANALYSIS JOB	0	
NOT GROUPED	27	

TABLE 7

DISTRIBUTION OF 5-SKILL LEVEL DAFSC GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

<u>SPECIALTY JOBS</u>	TOTAL 2R051 (N=178)	ACTIVE 2R051 (N=138)	ANG 2R051 (N=22)	AFRC 2R051 (N=18)
I. MAINTENANCE DATA ANALYSIS CLUSTER	32	38	14	11
II. CAMS DATA BASE MANAGEMENT JOB	20	24	9	6
III. FUNCTIONAL ANALYST/MANAGER JOB	2	2	0	0
IV. G081 DATA BASE MANAGEMENT CLUSTER	8	4	9	44
V. FIRST LINE SUPERVISOR JOB	19	11	64	28
VI. MANAGEMENT JOB	3	4	0	0
VII. COMMUNICATIONS-ELECTRONICS ANALYSIS JOB	1	1	0	0
NOT GROUPED	15	16	4	11

TABLE 8

DISTRIBUTION OF 7-SKILL LEVEL DAFSC GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

<u>SPECIALTY JOBS</u>	TOTAL 2R071 (N=238)	ACTIVE 2R071 (N=146)	ANG 2R071 (N=59)	AFRC 2R071 (N=33)
I. MAINTENANCE DATA ANALYSIS CLUSTER	15	13	17	21
II. CAMS DATA BASE MANAGEMENT JOB	12	17	5	0
III. FUNCTIONAL ANALYST/MANAGER JOB	2	3	0	0
IV. G081 DATA BASE MANAGEMENT CLUSTER	3	1	9	3
V. FIRST LINE SUPERVISOR JOB	42	33	58	52
VI. MANAGEMENT JOB	13	19	3	0
VII. COMMUNICATIONS-ELECTRONICS ANALYSIS JOB	2	2	2	0
NOT GROUPED	11	12	6	24

TABLE 9

DISTRIBUTION OF 9-SKILL LEVEL DAFSC GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

<u>SPECIALTY JOBS</u>		ACTIVE 2R091 (N=10)
I.	MAINTENANCE DATA ANALYSIS CLUSTER	0
II.	CAMS DATA BASE MANAGEMENT JOB	0
III.	FUNCTIONAL ANALYST/MANAGER JOB	20
IV.	G081 DATA BASE MANAGEMENT CLUSTER	0
V.	FIRST LINE SUPERVISOR JOB	10
VI.	MANAGEMENT JOB	40
VII.	COMMUNICATIONS-ELECTRONICS ANALYSIS JOB	0
	NOT GROUPED	30

TABLE 10
RELATIVE PERCENT TIME SPENT ON DUTIES BY 3-SKILL LEVEL DAFSC GROUPS

DUTIES	ACTIVE 2R031 (N=68)
A PERFORMING GENERAL CALCULATIONS AND ANALYSIS ACTIVITIES	61
B PERFORMING COMMUNICATIONS-ELECTRONICS (C-E) ACTIVITIES	1
C PERFORMING DATA BASE MANAGEMENT ACTIVITIES	24
D PERFORMING SYSTEMS ANALYSIS AND DESIGN ACTIVITIES	3
E PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	6
F PERFORMING TRAINING ACTIVITIES	1
G PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER SYSTEM ACTIVITIES	2
H PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	2

TABLE 11

RELATIVE PERCENT TIME SPENT ON DUTIES BY 5-SKILL LEVEL DAFSC GROUPS

DUTIES	TOTAL 2R051 (N=178)	ACTIVE 2R051 (N=138)	ANG 2R051 (N=22)	AFRC 2R051 (N=18)
A PERFORMING GENERAL CALCULATIONS AND ANALYSIS ACTIVITIES	40	40	46	31
B PERFORMING COMMUNICATIONS-ELECTRONICS (C-E) ACTIVITIES	1	1	3	*
C PERFORMING DATA BASE MANAGEMENT ACTIVITIES	29	30	23	28
D PERFORMING SYSTEMS ANALYSIS AND DESIGN ACTIVITIES	6	5	4	8
E PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	13	13	10	16
F PERFORMING TRAINING ACTIVITIES	5	6	4	4
G PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER SYSTEM ACTIVITIES	3	3	6	5
H PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	3	2	4	8

* less than 1 percent

TABLE 12

RELATIVE PERCENT TIME SPENT ON DUTIES BY 7-SKILL LEVEL DAFSC GROUPS

DUTIES	TOTAL 2R071 (N=238)		ACTIVE 2R071 (N=146)		ANG 2R071 (N=59)		AFRC 2R071 (N=33)	
A PERFORMING GENERAL CALCULATIONS AND ANALYSIS ACTIVITIES	30		25		37		44	
B PERFORMING COMMUNICATIONS-ELECTRONICS (C-E) ACTIVITIES	3		3		2		2	
C PERFORMING DATA BASE MANAGEMENT ACTIVITIES	20		20		23		17	
D PERFORMING SYSTEMS ANALYSIS AND DESIGN ACTIVITIES	5		5		5		4	
E PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	26		31		18		19	
F PERFORMING TRAINING ACTIVITIES	9		10		7		6	
G PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER SYSTEM ACTIVITIES	4		4		5		4	
H PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	3		2		3		4	

TABLE 13

RELATIVE PERCENT TIME SPENT ON DUTIES BY 9-SKILL LEVEL DAFSC GROUPS

DUTIES	ACTIVE 2R091 (N=10)
A PERFORMING GENERAL CALCULATIONS AND ANALYSIS ACTIVITIES	9
B PERFORMING COMMUNICATIONS-ELECTRONICS (C-E) ACTIVITIES	*
C PERFORMING DATA BASE MANAGEMENT ACTIVITIES	5
D PERFORMING SYSTEMS ANALYSIS AND DESIGN ACTIVITIES	8
E PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	66
F PERFORMING TRAINING ACTIVITIES	6
G PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER SYSTEM ACTIVITIES	3
H PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	2

* less than 1 percent

TABLE 14

REPRESENTATIVE TASKS PERFORMED BY ACTIVE DUTY 2R031 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=68)
A0019	Compute break rates	74
A0021	Compute fix rates	72
A0016	Compile pilot reported discrepancies (PRDs) data	59
A0045	Extract break rate data	59
A0047	Extract fix rate data	57
A0006	Calculate mission deviation rates	57
A0007	Calculate percentiles	49
A0032	Conduct special studies	47
A0014	Compile end-item equipment downtime and work unit code data	47
A0046	Extract data from delayed discrepancy maintenance reports	47
A0004	Calculate error rates of data	44
A0067	Review status rates, such as not mission capable (NMC), for developing trends or problems	44
A0017	Compute aerospace vehicle scheduling effectiveness data	41
A0009	Calculate standard deviations	41
A0052	Gather operational data, such as flying hours, from other agencies	40
A0029	Compute or determine maintenance scheduling effectiveness	40
A0012	Compile data for aerospace vehicle summaries	38
A0018	Compute base or unit repair capabilities	38
C0105	Build or execute runstreams	34
A0013	Compile data for maintenance awards, such as Daedalian trophy or maintenance effectiveness	34
C0148	Troubleshoot user problems	32
A0024	Compute or determine aerospace vehicle equipment capabilities	32
A0001	Calculate aerospace vehicle systems reliabilities or capabilities	32
C0114	Correct data base errors	31
A0043	Evaluate job documentation data (JDD)	28
A0030	Compute or determine man-hour utilization factors	28
C0126	Instruct systems users on systems changes or problems, such as extended downtime procedures	26
A0069	Validate daily data inputs to automated systems	26
A0050	Extract or evaluate high system or component failure data	26
A0059	Prepare written narratives on aerospace vehicle maintenance summaries	22
A0062	Review aerospace vehicle equipment utilization reports for accuracy	21
A0028	Compute or determine aerospace vehicle mission maintenance capabilities	21

* Average Number of Tasks Performed - 31

TABLE 15

REPRESENTATIVE TASKS PERFORMED BY ALL 2R051 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=178)
A0019	Compute break rates	59
C0148	Troubleshoot user problems	58
A0045	Extract break rate data	58
C0105	Build or execute runstreams	54
A0067	Review status rates, such as not mission capable (NMC), for developing trends or problems	53
A0021	Compute fix rates	53
A0047	Extract fix rate data	53
A0032	Conduct special studies	51
C0114	Correct data base errors	50
C0126	Instruct systems users on systems changes or problems, such as extended downtime procedures	50
A0007	Calculate percentiles	49
A0012	Compile data for aerospace vehicle summaries	48
A0006	Calculate mission deviation rates	48
C0127	Interface microcomputers with mainframes	46
C0128	Load or maintain transaction identification code (TRIC) security for individuals	46
A0029	Compute or determine maintenance scheduling effectiveness	44
E0228	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	44
A0046	Extract data from delayed discrepancy maintenance reports	43
C0129	Load or maintain TRIC security for workcenters	43
A0043	Evaluate job documentation data (JDD)	42
A0016	Compile pilot reported discrepancies (PRDs) data	42
C0106	Build or update files maintenance control records, such as systems, unit, or user records	42
A0052	Gather operational data, such as flying hours, from other agencies	42
C0138	Notify systems users of status of unscheduled downtime for systems	42
A0017	Compute aerospace vehicle scheduling effectiveness data	41
D0172	Analyze or evaluate user systems problems	40
A0001	Calculate aerospace vehicle systems reliabilities or capabilities	40
A0014	Compile end-item equipment downtime and work unit code data	40
C0111	Coordinate systems hardware problems or repairs with DMC or users	39
C0136	Monitor systems operations	39
C0118	Develop retrievals using query language processors (QLPs)	38
A0004	Calculate error rates of data	38
C0103	Advise staff agencies or users on availability of programs or routines	38
A0018	Compute base or unit repair capabilities	37
C0125	Initiate, prepare, or review difficulty reports (DIREPs)	37
A0030	Compute or determine man-hour utilization factors	36
C0124	Initiate, prepare, or review communications-computer systems requirements documents (CSRDs)	36
F0253	Conduct OJT	35

* Average Number of Tasks Performed -52

TABLE 16

REPRESENTATIVE TASKS PERFORMED BY ACTIVE DUTY 2R051 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=138)
A0045	Extract break rate data	57
C0105	Build or execute runstreams	56
A0019	Compute break rates	53
A0047	Extract fix rate data	53
C0148	Troubleshoot user problems	52
A0021	Compute fix rates	51
A0032	Conduct special studies	50
A0067	Review status rates, such as not mission capable (NMC), for developing trends or problems	49
C0114	Correct data base errors	46
C0126	Instruct systems users on systems changes or problems, such as extended downtime procedures	44
A0012	Compile data for aerospace vehicle summaries	43
A0006	Calculate mission deviation rates	43
A0046	Extract data from delayed discrepancy maintenance reports	43
C0128	Load or maintain transaction identification code (TRIC) security for individuals	43
A0007	Calculate percentiles	42
A0043	Evaluate job documentation data (JDD)	41
E0228	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	41
C0129	Load or maintain TRIC security for workcenters	40
C0118	Develop retrievals using query language processors (QLPs)	39
C0127	Interface microcomputers with mainframes	39
A0029	Compute or determine maintenance scheduling effectiveness	39
A0017	Compute aerospace vehicle scheduling effectiveness data	38
A0016	Compile pilot reported discrepancies (PRDs) data	38
C0138	Notify systems users of status of unscheduled downtime for systems	38
A0052	Gather operational data, such as flying hours, from other agencies	37
C0106	Build or update files maintenance control records, such as systems, unit, or user records	37
A0013	Compile data for maintenance awards, such as Daedalian trophy or maintenance effectiveness	36
C0111	Coordinate systems hardware problems or repairs with DMC or users	36
F0253	Conduct OJT	36
D0172	Analyze or evaluate user systems problems	35
A0001	Calculate aerospace vehicle systems reliabilities or capabilities	35
C0124	Initiate, prepare, or review communications-computer systems requirements documents (CSRDs)	35
C0125	Initiate, prepare, or review difficulty reports (DIREPs)	34
A0004	Calculate error rates of data	34
A0014	Compile end-item equipment downtime and work unit code data	33
F0254	Counsel trainees on training progress	33
E0240	Supervise military personnel	32

* Average Number of Tasks Performed - 45

TABLE 17

REPRESENTATIVE TASKS PERFORMED BY ANG 2R051 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=22)
A0031	Compute or determine unscheduled-versus-scheduled maintenance rates, other than communications-electronics (C-E)	86
A0006	Calculate mission deviation rates	86
A0019	Compute break rates	86
A0007	Calculate percentiles	86
A0030	Compute or determine man-hour utilization factors	82
A0018	Compute base or unit repair capabilities	82
C0148	Troubleshoot user problems	73
A0021	Compute fix rates	73
A0029	Compute or determine maintenance scheduling effectiveness	73
A0067	Review status rates, such as not mission capable (NMC), for developing trends or problems	73
A0016	Compile pilot reported discrepancies (PRDs) data	73
A0009	Calculate standard deviations	73
C0106	Build or update files maintenance control records, such as systems, unit, or user records	73
C0126	Instruct systems users on systems changes or problems, such as extended downtime procedures	73
C0114	Correct data base errors	68
C0136	Monitor systems operations	68
C0125	Initiate, prepare, or review difficulty reports (DIREPs)	68
A0052	Gather operational data, such as flying hours, from other agencies	68
C0128	Load or maintain transaction identification code (TRIC) security for individuals	68
C0129	Load or maintain TRIC security for workcenters	68
A0045	Extract break rate data	64
A0001	Calculate aerospace vehicle systems reliabilities or capabilities	64
A0044	Evaluate means, medians, or modes	64
C0103	Advise staff agencies or users on availability of programs or routines	64
A0066	Review maintenance standardization and evaluation data for developing trends or problems	64
A0043	Evaluate job documentation data (JDD)	64
A0022	Compute mean time between maintenance (MTBM)	64
A0012	Compile data for aerospace vehicle summaries	64
A0032	Conduct special studies	59
A0004	Calculate error rates of data	59
A0017	Compute aerospace vehicle scheduling effectiveness data	59
C0111	Coordinate systems hardware problems or repairs with DMC or users	59
A0023	Compute mean time between occurrences (MTBOs) or mean time between failures (MTBFs)	59
C0127	Interface microcomputers with mainframes	59
A0014	Compile end-item equipment downtime and work unit code data	59
C0130	Maintain heads-up messages (HUMs)	59
A0039	Evaluate aerospace vehicle base self-sufficiency	59
C0134	Maintain systems advisory notice (SAN) files	59

* Average Number of Tasks Performed - 85

TABLE 18

REPRESENTATIVE TASKS PERFORMED BY AFRC 2R051 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=18)
C0148	Troubleshoot user problems	89
C0127	Interface microcomputers with mainframes	83
D0172	Analyze or evaluate user systems problems	78
A0014	Compile end-item equipment downtime and work unit code data	72
A0019	Compute break rates	72
C0126	Instruct systems users on systems changes or problems, such as extended downtime procedures	67
C0119	Develop retrievals using variable information retrieval programs (VIRPs)	61
C0136	Monitor systems operations	61
A0067	Review status rates, such as not mission capable (NMC), for developing trends or problems	61
C0115	Determine status of assigned automated data processing equipment (ADPE)	61
A0045	Extract break rate data	61
A0012	Compile data for aerospace vehicle summaries	61
A0007	Calculate percentiles	61
H0312	Store equipment, tools, parts, or supplies	61
C0114	Correct data base errors	56
C0138	Notify systems users of status of unscheduled downtime for systems	56
H0308	Inventory equipment, tools, parts, or supplies	56
A0047	Extract fix rate data	56
C0105	Build or execute runstreams	50
C0120	Evaluate requirements for new programs or modifications to existing programs	50
A0029	Compute or determine maintenance scheduling effectiveness	50
A0018	Compute base or unit repair capabilities	50
A0030	Compute or determine man-hour utilization factors	50
A0032	Conduct special studies	50
E0199	Establish access lists	50
A0001	Calculate aerospace vehicle systems reliabilities or capabilities	50
C0111	Coordinate systems hardware problems or repairs with DMC or users	44
G0277	Compile general data for records, reports, logs, or trend analyses	44
D0150	Analyze proposals or suggestions for systems modifications	44
H0305	Initiate documentation to turn in excess or surplus property	44
C0106	Build or update files maintenance control records, such as systems, unit, or user records	44
G0295	Maintain or update status indicators, such as boards, graphs, or charts	44
A0009	Calculate standard deviations	44
A0028	Compute or determine aerospace vehicle mission maintenance capabilities	44
A0049	Extract or evaluate high man-hour consumer data	44
H0303	Evaluate serviceability of equipment, tools, parts, or supplies	44
A0068	Validate cannibalization reporting procedures, other than C-E	44
H0309	Issue or log turn-ins of equipment, tools, parts, or supplies	44
C0128	Load or maintain transaction identification code (TRIC) security for individuals	39
C0129	Load or maintain TRIC security for workcenters	39
C0122	Execute specialized programs	39

* Average Number of Tasks Performed -65

TABLE 19

TASKS WHICH BEST DIFFERENTIATE BETWEEN
ACTIVE DUTY DAFSCs 2R031 AND 2R051 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	DAFSC 2R031 (N=68)	DAFSC 2R051 (N=138)	DIFF
A0021 Compute fix rates	72.06	50.72	21.33
A0016 Compile pilot reported discrepancies (PRDs) data	58.82	37.68	21.14
A0019 Compute break rates	73.53	52.90	20.63
A0009 Calculate standard deviations	41.18	25.36	15.81
A0006 Calculate mission deviation rates	57.35	42.75	14.60
A0014 Compile end-item equipment downtime and work unit code	47.06	33.33	13.73
F0254 Counsel trainees on training progress	1.47	33.33	-31.86
F0253 Conduct OJT	8.82	35.51	-26.68
E0243 Write performance reports or supervisory appraisals	5.88	30.43	-24.55
F0255 Determine training requirements	2.94	26.81	-23.87
E0240 Supervise military personnel	8.82	31.88	-23.06
C0105 Build or execute runstreams	33.82	55.80	-21.97
F0265 Evaluate progress of trainees	4.41	26.09	-21.68
E0179 Conduct supervisory performance feedback sessions	7.35	28.99	-21.63
E0225 Interpret policies, directives, or procedures for subordinates	5.88	26.09	-20.20
E0183 Counsel subordinates concerning personal matters	8.82	28.99	-20.16
C0148 Troubleshoot user problems	32.35	52.17	-19.82
F0267 Maintain training records or files	4.41	23.91	-19.50

TABLE 20

REPRESENTATIVE TASKS PERFORMED BY ALL 2R071 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=238)
E0228	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	74
C0148	Troubleshoot user problems	64
A0067	Review status rates, such as not mission capable (NMC), for developing trends or problems	61
C0103	Advise staff agencies or users on availability of programs or routines	61
E0177	Conduct self-inspections or self-assessments	59
A0019	Compute break rates	58
A0032	Conduct special studies	57
F0253	Conduct OJT	55
E0192	Develop or establish work methods or procedures	55
A0043	Evaluate job documentation data (JDD)	55
C0105	Build or execute runstreams	54
A0012	Compile data for aerospace vehicle summaries	54
E0240	Supervise military personnel	54
C0126	Instruct systems users on systems changes or problems, such as extended downtime procedures	54
A0014	Compile end-item equipment downtime and work unit code data	53
A0007	Calculate percentiles	53
C0139	Open or close remote devices	52
C0127	Interface microcomputers with mainframes	51
F0267	Maintain training records or files	51
E0187	Determine or establish work assignments or priorities	51
A0060	Prepare or conduct briefings on aerospace vehicle maintenance performance	50
E0183	Counsel subordinates concerning personal matters	50
E0245	Write recommendations for awards or decorations	50
E0190	Develop self-inspection or self-assessment program checklists	50
A0045	Extract break rate data	50
A0021	Compute fix rates	50
A0052	Gather operational data, such as flying hours, from other agencies	50
E0224	Inspect personnel for compliance with military standards	50
A0006	Calculate mission deviation rates	49
C0104	Analyze outputs from systems performance reports	49
E0225	Interpret policies, directives, or procedures for subordinates	49
A0001	Calculate aerospace vehicle systems reliabilities or capabilities	48
F0254	Counsel trainees on training progress	48
A0046	Extract data from delayed discrepancy maintenance reports	48
D0172	Analyze or evaluate user systems problems	47
E0179	Conduct supervisory performance feedback sessions	47
C0114	Correct data base errors	46
G0277	Compile general data for records, reports, logs, or trend analyses	46
A0049	Extract or evaluate high man-hour consumer data	46
A0047	Extract fix rate data	46
A0050	Extract or evaluate high system or component failure data	46

* Average Number of Tasks Performed -79

TABLE 21

REPRESENTATIVE TASKS PERFORMED BY ACTIVE DUTY 2R071 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=146)
E0228	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	74
E0243	Write performance reports or supervisory appraisals	62
E0245	Write recommendations for awards or decorations	62
E0240	Supervise military personnel	61
E0183	Counsel subordinates concerning personal matters	60
E0179	Conduct supervisory performance feedback sessions	58
E0177	Conduct self-inspections or self-assessments	58
C0103	Advise staff agencies or users on availability of programs or routines	58
C0148	Troubleshoot user problems	56
E0192	Develop or establish work methods or procedures	56
A0067	Review status rates, such as not mission capable (NMC), for developing trends or problems	55
F0253	Conduct OJT	55
E0224	Inspect personnel for compliance with military standards	54
E0225	Interpret policies, directives, or procedures for subordinates	53
F0267	Maintain training records or files	53
E0193	Develop or establish work schedules	53
E0187	Determine or establish work assignments or priorities	52
E0213	Evaluate personnel for compliance with performance standards	52
C0139	Open or close remote devices	52
A0032	Conduct special studies	51
C0105	Build or execute runstreams	51
E0195	Direct training functions	51
E0181	Conduct supervisory orientations for newly assigned personnel	51
A0019	Compute break rates	51
A0043	Evaluate job documentation data (JDD)	49
F0254	Counsel trainees on training progress	49
F0261	Evaluate personnel to determine training needs	49
C0126	Instruct systems users on systems changes or problems, such as extended downtime procedures	49
A0007	Calculate percentiles	48
F0265	Evaluate progress of trainees	47
A0013	Compile data for maintenance awards, such as Daedalian trophy or maintenance effectiveness	47
C0127	Interface microcomputers with mainframes	47
E0214	Evaluate personnel for promotion, demotion, reclassification, or special awards	47
A0021	Compute fix rates	47
A0060	Prepare or conduct briefings on aerospace vehicle maintenance performance	46
C0104	Analyze outputs from systems performance reports	46
E0229	Plan general briefings, conferences, or workshops	46
E0203	Establish performance standards for subordinates	46
F0255	Determine training requirements	46
E0190	Develop self-inspection or self-assessment program checklists	45

* Average Number of Tasks Performed -73

TABLE 22

REPRESENTATIVE TASKS PERFORMED BY ANG 2R071 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=59)
C0148	Troubleshoot user problems	85
A0012	Compile data for aerospace vehicle summaries	78
A0067	Review status rates, such as not mission capable (NMC), for developing trends or problems	76
A0014	Compile end-item equipment downtime and work unit code data	75
C0134	Maintain systems advisory notice (SAN) files	73
E0228	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	73
A0030	Compute or determine man-hour utilization factors	71
D0172	Analyze or evaluate user systems problems	69
A0032	Conduct special studies	69
C0103	Advise staff agencies or users on availability of programs or routines	69
A0019	Compute break rates	68
A0042	Evaluate assigned workcenter man-hours	68
C0126	Instruct systems users on systems changes or problems, such as extended downtime procedures	68
C0138	Notify systems users of status of unscheduled downtime for systems	68
C0127	Interface microcomputers with mainframes	66
A0006	Calculate mission deviation rates	66
A0049	Extract or evaluate high man-hour consumer data	66
A0052	Gather operational data, such as flying hours, from other agencies	66
A0016	Compile pilot reported discrepancies (PRDs) data	66
C0129	Load or maintain TRIC security for workcenters	66
G0277	Compile general data for records, reports, logs, or trend analyses	64
A0043	Evaluate job documentation data (JDD)	64
C0115	Determine status of assigned automated data processing equipment (ADPE)	64
A0018	Compute base or unit repair capabilities	64
A0001	Calculate aerospace vehicle systems reliabilities or capabilities	64
A0045	Extract break rate data	64
A0007	Calculate percentiles	64
A0046	Extract data from delayed discrepancy maintenance reports	64
C0105	Build or execute runstreams	63
C0114	Correct data base errors	63
A0062	Review aerospace vehicle equipment utilization reports for accuracy	61
A0050	Extract or evaluate high system or component failure data	61
A0059	Prepare written narratives on aerospace vehicle maintenance summaries	61
A0024	Compute or determine aerospace vehicle equipment capabilities	61
C0128	Load or maintain transaction identification code (TRIC) security for individuals	61
E0190	Develop self-inspection or self-assessment program checklists	59
E0177	Conduct self-inspections or self-assessments	59
C0130	Maintain heads-up messages (HUMs)	59
C0136	Monitor systems operations	58
F0253	Conduct OJT	56
A0063	Review aerospace vehicle man-hour utilization reports for accuracy	56

* Average Number of Tasks Performed - 86

TABLE 23

REPRESENTATIVE TASKS PERFORMED BY AFRC 2R071 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=33)
E0228	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	76
A0019	Compute break rates	73
A0012	Compile data for aerospace vehicle summaries	73
A0001	Calculate aerospace vehicle systems reliabilities or capabilities	70
A0021	Compute fix rates	70
A0014	Compile end-item equipment downtime and work unit code data	70
A0042	Evaluate assigned workcenter man-hours	67
A0017	Compute aerospace vehicle scheduling effectiveness data	67
A0029	Compute or determine maintenance scheduling effectiveness	67
A0052	Gather operational data, such as flying hours, from other agencies	67
E0177	Conduct self-inspections or self-assessments	67
A0049	Extract or evaluate high man-hour consumer data	64
A0067	Review status rates, such as not mission capable (NMC), for developing trends or problems	64
A0030	Compute or determine man-hour utilization factors	64
C0103	Advise staff agencies or users on availability of programs or routines	64
A0032	Conduct special studies	61
A0006	Calculate mission deviation rates	61
A0024	Compute or determine aerospace vehicle equipment capabilities	61
C0148	Troubleshoot user problems	61
A0018	Compute base or unit repair capabilities	61
A0043	Evaluate job documentation data (JDD)	61
A0046	Extract data from delayed discrepancy maintenance reports	61
A0031	Compute or determine unscheduled-versus-scheduled maintenance rates, other than communications-electronics (C-E)	58
A0045	Extract break rate data	58
C0115	Determine status of assigned automated data processing equipment (ADPE)	58
A0063	Review aerospace vehicle man-hour utilization reports for accuracy	58
A0050	Extract or evaluate high system or component failure data	58
C0104	Analyze outputs from systems performance reports	58
A0047	Extract fix rate data	55
C0106	Build or update files maintenance control records, such as systems, unit, or user records	55
A0060	Prepare or conduct briefings on aerospace vehicle maintenance performance	55
A0041	Evaluate aerospace vehicle or equipment status data	55
C0126	Instruct systems users on systems changes or problems, such as extended downtime procedures	55
A0040	Evaluate aerospace vehicle or equipment utilization data	55
A0009	Calculate standard deviations	52
A0007	Calculate percentiles	52
D0172	Analyze or evaluate user systems problems	52
A0062	Review aerospace vehicle equipment utilization reports for accuracy	52

* Average Number of Tasks Performed -82

TABLE 24

TASKS WHICH BEST DIFFERENTIATE BETWEEN
ACTIVE DUTY DAFSCs 2R051 AND 2R071 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	DAFSC 2R051 (N=138)	DAFSC 2R071 (N=146)	DIFF
E0245 Write recommendations for awards or decorations	20.29	61.64	-41.35
E0177 Conduct self-inspections or self-assessments	16.67	57.53	-40.87
E0213 Evaluate personnel for compliance with performance standards	16.67	52.05	-35.39
E0190 Develop self-inspection or self-assessment program checklists	10.87	45.21	-34.34
E0192 Develop or establish work methods or procedures	22.46	56.16	-33.70
E0181 Conduct supervisory orientations for newly assigned personnel	17.39	50.68	-33.29
E0193 Develop or establish work schedules	20.29	53.42	-33.13
E0214 Evaluate personnel for promotion, demotion, reclassification, or special awards	14.49	47.26	-32.77
E0228 Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	41.30	73.97	-32.67
E0244 Write staff studies, surveys, or routine reports, other than training or inspection reports	8.70	41.10	-32.40
E0237 Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	11.59	43.15	-31.56
E0243 Write performance reports or supervisory appraisals	30.43	61.64	-31.21
E0195 Direct training functions	19.57	50.68	-31.12
E0242 Write job or position descriptions	8.70	39.73	-31.03
E0183 Counsel subordinates concerning personal matters	28.99	59.59	-30.60
F0261 Evaluate personnel to determine training needs	18.84	49.32	-30.47
E0209 Evaluate job or position descriptions	8.70	39.04	-30.35
E0185 Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	7.97	37.67	-29.70
F0267 Maintain training records or files	23.91	53.42	-29.51
E0174 Assign personnel to work areas or duty positions	13.04	42.47	-29.42

TABLE 25

REPRESENTATIVE TASKS PERFORMED BY ACTIVE DUTY 2R091 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=10)
E0228	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	100
E0244	Write staff studies, surveys, or routine reports, other than training or inspection reports	80
E0242	Write job or position descriptions	80
E0245	Write recommendations for awards or decorations	80
E0243	Write performance reports or supervisory appraisals	80
E0179	Conduct supervisory performance feedback sessions	80
E0236	Review drafts of policy directives, manuals, or instructions	70
E0229	Plan general briefings, conferences, or workshops	70
E0225	Interpret policies, directives, or procedures for subordinates	70
E0213	Evaluate personnel for compliance with performance standards	70
E0203	Establish performance standards for subordinates	70
E0209	Evaluate job or position descriptions	70
E0187	Determine or establish work assignments or priorities	70
E0210	Evaluate formal job-related suggestions	70
E0240	Supervise military personnel	70
E0193	Develop or establish work schedules	70
E0198	Draft supplements or changes to directives, such as policy directives, manuals, or instructions	60
E0238	Schedule staff assistance visits, inspections, or audits	60
E0220	Indorse performance reports or supervisory appraisals	60
E0183	Counsel subordinates concerning personal matters	60
E0185	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	60
C0120	Evaluate requirements for new programs or modifications to existing programs	50
E0202	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	50
E0207	Evaluate inspection report findings or inspection procedures	50
E0190	Develop self-inspection or self-assessment program checklists	50
G0300	Write minutes of briefings, conferences, or meetings	50
E0214	Evaluate personnel for promotion, demotion, reclassification, or special awards	50
D0150	Analyze proposals or suggestions for systems modifications	40
E0233	Plan self-inspection or self-assessment programs	40
D0165	Evaluate CSRDs or DIREPs	30
D0156	Design or write programs for systems, other than CAMS	10
D0164	Edit or test programs in systems, other than CAMS	10

* Average Number of Tasks Performed -52

TABLE 26

TASKS WHICH BEST DIFFERENTIATE BETWEEN
ACTIVE DUTY DAFSCs 2R071 AND 2R091 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	DAFSC 2R071 (N=146)	DAFSC 2R091 (N=12)	DIFF
C0139 Open or close remote devices	52.05	.00	52.05
C0105 Build or execute runstreams	50.68	.00	50.68
C0127 Interface microcomputers with mainframes	46.58	.00	46.58
C0148 Troubleshoot user problems	56.16	10.00	46.16
C0104 Analyze outputs from systems performance reports	45.89	.00	45.89
C0138 Notify systems users of status of unscheduled downtime for systems	41.78	.00	41.78
A0019 Compute break rates	51.37	10.00	41.37
A0032 Conduct special studies	50.68	10.00	40.68
C0114 Correct data base errors	40.41	.00	40.41
G0277 Compile general data for records, reports, logs, or trend analyses	39.73	.00	39.73
E0238 Schedule staff assistance visits, inspections, or audits	17.81	60.00	-42.19
E0242 Write job or position descriptions	39.73	80.00	-40.27
E0210 Evaluate formal job-related suggestions	30.82	70.00	-39.18
E0244 Write staff studies, surveys, or routine reports, other than training or inspection reports	41.10	80.00	-38.90
E0236 Review drafts of policy directives, manuals, or instructions	32.19	70.00	-37.81
E0206 Evaluate budget requirements	15.75	50.00	-34.25
E0196 Draft budget requirements	18.49	50.00	-31.51
E0209 Evaluate job or position descriptions	39.04	70.00	-30.96
E0198 Draft supplements or changes to directives, such as policy directives, manuals, or instructions	29.45	60.00	-30.55
G0287 Initiate requests for TDY orders	31.51	60.00	-28.49

TRAINING ANALYSIS

Occupational survey data are one of many sources of information which can be used to assist in the development of a training program relevant to the needs of personnel in their first enlistment. Factors which may be used in evaluating training include the overall description of the work being performed by first-enlistment personnel and their overall distribution across career ladder jobs, percentages of first-job (1-24 months TAFMS) or first-enlistment (1-48 months TAFMS) members performing specific tasks, as well as TE and TD ratings (previously explained in the **SURVEY METHODOLOGY** section).

First-Enlistment Personnel

In this study, there are 78 members in their first-enlistment (1-48 months TAFMS), representing 16 percent of the total survey sample. Figure 2 reflects the distribution of first-enlistment personnel within the career ladder. Most of their duty time is spent on technical activities. Table 27 displays the relative percent of time spent on duties by first-enlistment personnel. Reviewing the table, first-enlistment personnel spend 89 percent of their time performing the technical tasks of Duties A and C. First-enlistment personnel are primarily employed in the Maintenance Data Analysis Job.

Table 28 lists representative tasks performed by first-enlistment personnel. Most involve the General Calculations and Analysis tasks of Duty A. Table 29 lists the percent time spent on duties by DAFSC 2R0X1 personnel in their first job, 1-24 months TAFMS. Table 30 lists the representative tasks performed by these first-job personnel.

Table 31 reflects the computer software used by active duty first-job and first-enlistment respondents, while Table 32 lists the Standard Base Level Software used and Table 33 the Base Level System used by 30 percent or more active duty first-enlistment airmen.

**DISTRIBUTION OF 2R0X1 FIRST-ENLISTMENT PERSONNEL
ACROSS SPECIALTY JOBS
(N = 78)**

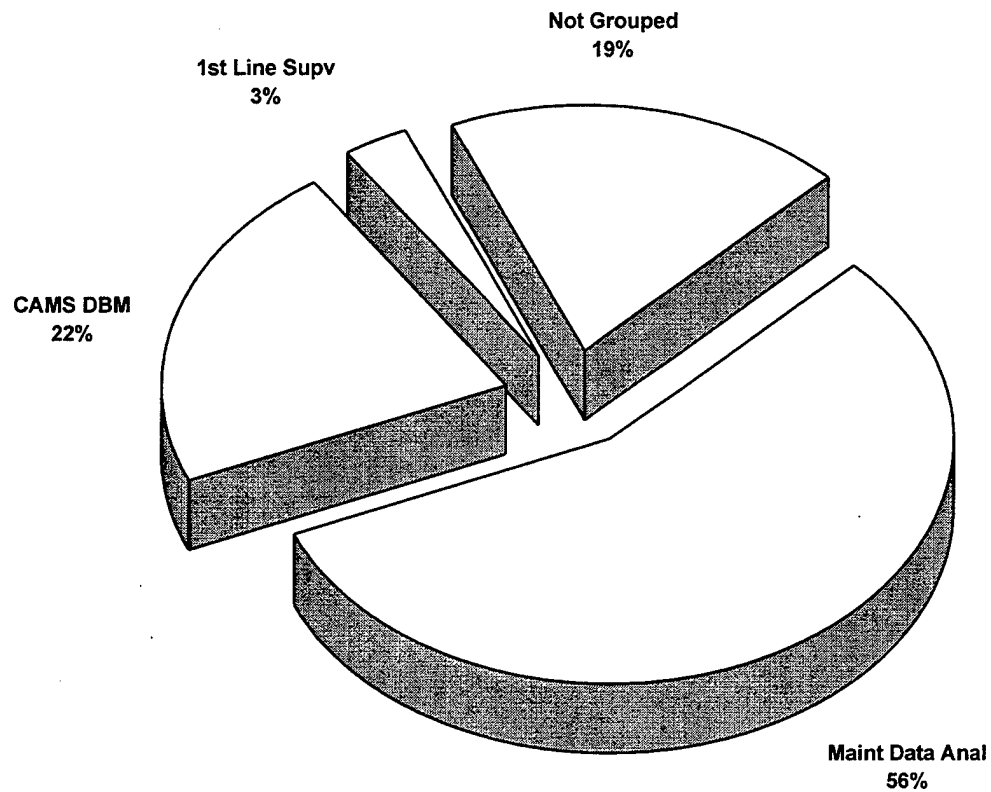


FIGURE 2

TABLE 27

RELATIVE PERCENT TIME SPENT ON DUTIES BY
FIRST-ENLISTMENT PERSONNEL
(N=78)

DUTIES	PERCENT TIME SPENT
A PERFORMING GENERAL CALCULATIONS AND ANALYSIS ACTIVITIES	63
B PERFORMING COMMUNICATIONS-ELECTRONICS (C-E) ACTIVITIES	1
C PERFORMING DATA BASE MANAGEMENT ACTIVITIES	26
D PERFORMING SYSTEMS ANALYSIS AND DESIGN ACTIVITIES	3
E PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	3
F PERFORMING TRAINING ACTIVITIES	1
G PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER SYSTEM ACTIVITIES	2
H PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1

TABLE 28

REPRESENTATIVE TASKS PERFORMED BY AFSC 2R0X1
FIRST-ENLISTMENT PERSONNEL
(N=78)

TASKS		PERCENT MEMBERS PERFORMING
A0019	Compute break rates	74
A0021	Compute fix rates	72
A0045	Extract break rate data	64
A0047	Extract fix rate data	63
A0006	Calculate mission deviation rates	59
A0016	Compile pilot reported discrepancies (PRDs) data	55
A0032	Conduct special studies	51
A0046	Extract data from delayed discrepancy maintenance reports	50
A0004	Calculate error rates of data	46
A0014	Compile end-item equipment downtime and work unit code data	46
A0007	Calculate percentiles	46
A0067	Review status rates, such as not mission capable (NMC), for developing trends or problems	45
A0017	Compute aerospace vehicle scheduling effectiveness data	45
A0029	Compute or determine maintenance scheduling effectiveness	45
A0012	Compile data for aerospace vehicle summaries	44
A0052	Gather operational data, such as flying hours, from other agencies	42
A0009	Calculate standard deviations	41
A0001	Calculate aerospace vehicle systems reliabilities or capabilities	38
C0148	Troubleshoot user problems	37
C0105	Build or execute runstreams	37
A0018	Compute base or unit repair capabilities	33
A0043	Evaluate job documentation data (JDD)	33
A0013	Compile data for maintenance awards, such as Daedalian trophy or maintenance effectiveness	33
C0114	Correct data base errors	32
A0050	Extract or evaluate high system or component failure data	32
A0024	Compute or determine aerospace vehicle equipment capabilities	31
A0030	Compute or determine man-hour utilization factors	31
C0126	Instruct systems users on systems changes or problems, such as extended downtime procedures	29
A0069	Validate daily data inputs to automated systems	27
A0059	Prepare written narratives on aerospace vehicle maintenance summaries	24
A0062	Review aerospace vehicle equipment utilization reports for accuracy	21

* Average Number of Tasks Performed -30

TABLE 29

RELATIVE PERCENT TIME SPENT ON DUTIES BY AFSC 2R0X1
FIRST JOB (1-24 MONTHS) PERSONNEL
(N=28)

DUTIES	PERCENT TIME SPENT
A PERFORMING GENERAL CALCULATIONS AND ANALYSIS ACTIVITIES	71
B PERFORMING COMMUNICATIONS-ELECTRONICS (C-E) ACTIVITIES	*
C PERFORMING DATA BASE MANAGEMENT ACTIVITIES	19
D PERFORMING SYSTEMS ANALYSIS AND DESIGN ACTIVITIES	3
E PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	3
F PERFORMING TRAINING ACTIVITIES	*
G PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER SYSTEM ACTIVITIES	2
H PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1

TABLE 30

REPRESENTATIVE TASKS PERFORMED BY AFSC 2R0X1
FIRST JOB (1-24 MONTHS) PERSONNEL
(N=28)

TASKS		PERCENT MEMBERS PERFORMING
A0019	Compute break rates	82
A0021	Compute fix rates	79
A0006	Calculate mission deviation rates	61
A0004	Calculate error rates of data	57
A0016	Compile pilot reported discrepancies (PRDs) data	57
A0047	Extract fix rate data	57
A0045	Extract break rate data	54
A0007	Calculate percentiles	50
A0032	Conduct special studies	46
A0067	Review status rates, such as not mission capable (NMC), for developing trends or problems	46
A0014	Compile end-item equipment downtime and work unit code data	46
A0046	Extract data from delayed discrepancy maintenance reports	46
A0012	Compile data for aerospace vehicle summaries	39
A0009	Calculate standard deviations	39
A0029	Compute or determine maintenance scheduling effectiveness	39
A0052	Gather operational data, such as flying hours, from other agencies	36
A0017	Compute aerospace vehicle scheduling effectiveness data	36
A0043	Evaluate job documentation data (JDD)	32
A0069	Validate daily data inputs to automated systems	32
C0105	Build or execute runstreams	32
C0139	Open or close remote devices	29
A0062	Review aerospace vehicle equipment utilization reports for accuracy	25
A0024	Compute or determine aerospace vehicle equipment capabilities	25
C0126	Instruct systems users on systems changes or problems, such as extended downtime procedures	21

* Average Number of Tasks Performed -26

TABLE 31

COMPUTER SOFTWARE USED BY ACTIVE DUTY
FIRST-ENLISTMENT AFSC 2R0X1 PERSONNEL

SFTWARE	1ST JOB (N=28)	1ST ENL (N=78)
Microsoft Excel	93	94
Microsoft Office	93	85
Microsoft Word	82	85
PowerPoint	79	83
File Manager	71	74
Internet	79	72
Info Connect	68	69
Access	61	67
FormFlow	50	58

TABLE 32

STANDARD BASE-LEVEL SOFTWARE USED
BY ACTIVE DUTY FIRST-ENLISTMENT AFSC 2R0X1 PERSONNEL

SFTWARE	1ST JOB (N=28)	1ST ENL (N=78)
Query Language Processor (QLP)	39	47
Interactive Processing Facility	36	45
Interactive Query Utility (IQU)	32	45
Conventional Time Sharing (CTS)	36	44
Console Mode (CONS)	32	41
Interactive Communications Interface	29	37
QLP with Update	21	36
NDA500	21	32
Universal Data Systems Monitor	21	32
Data Base Look (DBLOOK)	25	27
Data Base Editor (DBE)	18	24
Defense Data Network (DDN)	14	22
CAMS Utilities-AFSCM 21-571, Vol 2	18	22

TABLE 33

BASE-LEVEL SYSTEM USED BY ACTIVE DUTY
FIRST-ENLISTMENT AFSC 2R0X1 PERSONNEL

SYSTEM	1ST JOB (N=28)	1ST ENL (N=78)
Core Automated Maintenance System (CAMS)	82	74
Field Assistance Branch (FAB)	18	21
G081	11	21

Training Emphasis (TE) and Task Difficulty (TD) Data

TE and TD data are secondary factors that can assist technical school personnel in deciding which tasks should be emphasized in entry-level training. These ratings, based on the judgments of senior career ladder NCOs working at operational units in the field, are collected to provide training personnel with a rank-ordering of those tasks in the JI considered important for first-enlistment personnel training (see Table 34 for the top-rated tasks), along with a measure of the difficulty of the JI tasks (see selected high rated tasks presented in Table 35). When combined with data on the percentages of first-enlistment personnel performing tasks, comparisons can then be made to determine if training adjustments are necessary. For example, tasks receiving high ratings on both task factors, accompanied by moderate to high percentages performing, may warrant resident training. Those tasks receiving high task factor ratings, but low percentages performing, may be more appropriately planned for OJT programs within the career ladder. Low task factor ratings may highlight tasks best omitted from training for first-enlistment personnel, but this decision must be weighed against percentages of personnel performing the tasks, command concerns, and criticality of the tasks.

To assist technical school personnel, AFOMS has developed a computer program that incorporates these secondary factors and the percentage of first-enlistment personnel performing each task to produce an Automated Training Indicator (ATI) for each task. These indicators correspond to training decisions listed and defined in the Training Decision Logic Table found in Attachment 2, AETCI 36-2601, and allows course personnel to quickly focus their attention on those tasks which are most likely to qualify for initial resident course consideration.

Table 34 presents tasks with the highest TE ratings for AFSC 2R0X1 first-enlistment airmen, while Table 35 displays those tasks AFSC 2R0X1 raters judged to be most difficult to learn. For example, TE raters (refer to Table 34) reported that tasks such as computing break or fix rates require a high degree of training emphasis and, from the data, most airmen in their first job and within their first enlistment are performing these tasks. Table 35 shows TD raters reported designing or writing programs for CAMS to be among the most difficult tasks to learn. However, due to the low numbers of individuals performing these type of tasks, they would be inappropriate for inclusion in a resident curriculum and are more appropriately taught as OJT items.

Various lists of tasks, accompanied by TE and TD ratings, and where appropriate, ATI information, are contained in the TRAINING EXTRACT package and should be reviewed in detail by training school personnel. (For a more detailed explanation of TE and TD ratings, see Task Factor Administration in the **SURVEY METHODOLOGY** section of this report.)

TABLE 34

TASKS RATED HIGHEST IN TRAINING EMPHASIS

TASKS	TNG EMP*	PERCENT MEMBERS PERFORMING			TASK DIFF**
		IST (N=28)	JOB (N = 78)	ENL (N = 78)	
A0019	6.48	82	74	2.88	
C0105	6.38	32	37	4.58	
A0021	6.33	79	72	2.68	
C0143	6.29	18	24	4.90	
A0050	6.26	25	32	4.00	
A0045	6.17	54	64	3.24	
C0114	6.14	21	32	7.36	
A0067	6.07	46	45	4.55	
A0047	6.07	57	63	3.19	
A0020	6.00	14	17	2.87	
C0148	5.90	21	37	6.45	
C0118	5.74	14	22	6.80	
A0001	5.69	25	38	3.64	
A0017	5.69	36	45	3.62	
A0069	5.64	32	27	4.80	
A0049	5.64	7	21	4.04	
A0012	5.50	39	44	3.58	
A0023	5.50	4	9	4.46	
A0007	5.48	50	46	2.57	
C0141	5.43	18	17	4.23	
A0046	5.38	46	50	3.27	
A0022	5.38	7	14	4.40	
C0117	5.38	18	14	7.50	
A0016	5.36	57	55	3.33	
A0059	5.33	11	24	5.58	
A0006	5.31	61	59	3.42	
A0048	5.26	0	4	3.89	
A0043	5.24	32	33	5.11	
A0029	5.24	39	45	3.40	

* Mean TE Rating is 2.45, and Standard Deviation is 1.64 (High TE =4.09)

** Average TD Rating is 5.00

TABLE 35

TASKS RATED HIGHEST IN TASK DIFFICULTY
(FIRST JOB, FIRST ENLISTMENT, AND TAFMS GROUPS)

TASKS	TASK DIFF	1ST JOB (N=28)	1ST ENL (N=78)	PERCENT MEMBERS PERFORMING			TNG EMP
				3-SKL LVL (N=68)	5-SKL LVL (N=138)	7-SKL LVL (N=146)	
D0155	8.05	7	4	3	5	10	1.52
D0156	7.96	4	4	4	5	11	1.00
C0119	7.96	14	9	13	9	8	3.02
C0117	7.50	18	14	16	25	24	5.38
A0002	7.36	0	5	6	1	8	2.10
C0114	7.36	21	32	31	46	40	6.14
A0032	7.29	46	51	47	50	51	4.81
A0003	7.07	0	0	1	1	8	2.10
D0159	7.05	0	1	1	4	7	.71
D0166	6.92	4	4	3	5	10	.98
D0161	6.91	4	4	3	5	8	.60
D0164	6.87	11	6	7	9	12	1.52
D0157	6.85	4	4	3	4	5	1.86
D0160	6.82	4	4	4	7	10	.93
D0158	6.82	0	1	1	3	8	1.45
C0118	6.80	14	22	21	39	40	5.74
D0153	6.80	4	5	6	11	18	1.67
A0056	6.79	4	5	6	7	12	2.17
D0163	6.76	7	4	3	12	12	1.64
A0054	6.75	4	3	3	6	12	2.14
D0152	6.69	4	10	6	12	18	2.57
C0116	6.58	14	18	18	29	28	5.12
C0120	6.58	11	12	15	30	31	2.02
A0055	6.57	4	4	4	6	14	2.52
* Mean TE Rating is 2.45, and Standard Deviation is 1.64 (High TE =4.09)							
** Average TD Rating is 5.00							

* Mean TE Rating is 2.45, and Standard Deviation is 1.64 (High TE =4.09)

** Average TD Rating is 5.00

Specialty Training Standard (STS)

A comprehensive review of STS 2R0X1, dated June 1994, compared STS items to survey data (based on the previously mentioned assistance from subject-matter experts in matching JI tasks to STS elements). STS elements containing general knowledge information, mandatory entries, subject-matter-knowledge-only requirements, or basic supervisory responsibilities were not examined. Task knowledge and performance elements of the STS were compared against the standard set forth in AETCI 36-2601 and AFI 36-2623 (i.e., include tasks performed or knowledge required by 30 percent or more of the personnel in a skill level (criterion group) of the AFS.

Overall, the STS provides very comprehensive coverage of the work performed by personnel in this career ladder, with survey data supporting all of the essential elements. Some elements with no proficiency codes have high percentages of personnel performing matched tasks and should be reviewed by training personnel for possible inclusion in the basic course (Table 36).

Tasks not referenced to any element of the STS are listed at the end of the STS computer listing. These tasks were reviewed to determine if there were any tasks concentrated around any particular function or job. Those technical tasks performed by 20 percent or more respondents of the STS target groups, but which were not referenced to any STS element, are displayed in Table 37. Training personnel and SMEs should review these unreferenced tasks to determine if inclusion in the STS is justified.

TABLE 36

STS ITEMS NOT SUPPORTED BY SURVEY DATA
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

TASKS		TNG EMP	PERCENT MEMBERS PERFORMING				TASK DIFF	ATI	
			3-SKL LVL		5-SKL LVL				7-SKL LVL (N=146)
			(N=68)	(N=138)					
15i.	Use STAR								
C0137	Monitor tapes using system for tape administration reporting (STAR) system	3.86	7	17	16		4.65	7	
19b.	Perform parametric tests								
A0056	Perform parametric tests	2.17	6	7	12		6.79	2	
19c.	Perform non-parametric tests								
A0054	Perform nonparametric tests	2.14	3	6	12		6.75	2	
19e(2).	Perform sampling techniques								
A0011	Calculate or establish validities of individual samples	2.76	7	11	16		6.14	7	
20c.	Perform Regression Analysis								
A0005	Calculate lines of regression	2.60	15	9	15		5.66	7	
20d.	Perform Correlation Analysis								
A0002	Calculate correlation coefficients using Pearson's product moment correlation method (PMCM)	2.10	6	1	8		7.36	2	
A0003	Calculate correlation coefficients using Spearman's rand order correlation method	2.10	1	1	8		7.07	0	
20g.	Compute Probabilities								
A0008	Compute probability distributions	3.12	9	4	11		5.81	7	
22b(15).	Compute MTBMA								
A0022	Compute mean time between maintenance (MTBM)	5.38	10	12	18		4.40	7	

* Mean TE Rating is 2.45, and Standard Deviation is 1.64 (High TE =4.09)

** Average TD Rating is 5.00

TABLE 37

EXAMPLES OF TECHNICAL TASKS PERFORMED BY 30 PERCENT OR MORE
GROUP MEMBERS AND NOT REFERENCED TO THE STS

TASKS		PERCENT MEMBERS PERFORMING					TASK DIFF	ATI
		3-SKL		5-SKL		7-SKL		
		LVL	(N=68)	LVL	(N=138)	LVL	(N=146)	
		TNG						
		EMP						
A0004	Calculate error rates of data	4.29	44	34	42		4.01	12
A0013	Compile data for maintenance awards, such as Daedalian trophy or maintenance effectiveness	2.52	34	36	47		4.24	15
A0016	Compile pilot reported discrepancies (PRDs) data	5.36	59	38	31		3.33	13
A0024	Compute or determine aerospace vehicle equipment capabilities	4.76	32	22	21		4.90	12
A0059	Prepare written narratives on aerospace vehicle maintenance summaries	5.33	22	30	38		5.58	11
A0069	Validate daily data inputs to automated systems	5.64	26	22	34		4.80	11
C0104	Analyze outputs from systems performance reports	4.21	19	26	46		4.69	11

* Mean TE Rating is 2.45, and Standard Deviation is 1.64 (High TE =4.09)

** Average TD Rating is 5.00

JOB SATISFACTION ANALYSIS

An examination of the job satisfaction indicators of various groups can give career ladder managers a better understanding of some of the factors which may affect the job performance of airmen in the career ladder. Attitude questions covering job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions were included in the survey booklet to provide indications of job satisfaction.

Table 38 presents job satisfaction data for AFSC 2R0X1 TAFMS groups, together with TAFMS data for a comparative sample of Mission Equipment Management career ladders surveyed in 1996. First- and second-enlistment 2R0X1 personnel rated perception of job interest, utilization of talents, utilization of training, and sense of accomplishment gained from work lower than the comparative sample. All TAFMS groups rated the utilization of training similar to the comparative sample and reenlistment intentions lower than the comparative sample.

An indication of how job satisfaction perceptions have changed over time is provided in Table 39, where again TAFMS data for the current survey respondents are presented, along with data from the last occupational survey report. Reviewing this table, current survey satisfaction ratings for job interest, perceived utilization of talents, sense of accomplishment from work, and reenlistment intentions are rated much lower than the previous survey for first- and second-enlistment airmen. The career group (97 + TAFMS) rated all areas very close to the previous survey, with the exception of their perceived utilization of training which they rated higher.

In Table 40, a review of the job satisfaction ratings for the specialty jobs and clusters identified in this survey reveals very low satisfaction ratings for the perceived use of training among the G081 DBM and Functional Analyst/Manager Jobs. It is not surprising to note the First Line Supervisor Job shows relatively higher satisfaction ratings than the other jobs.

TABLE 38

COMPARISON OF JOB SATISFACTION INDICATORS BY TAFMS GROUPS
(PERCENT MEMBERS RESPONDING)

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	1998 2R0X1 (N=78)	COMP SAMPLE* (N=4,506)	1998 2R0X1 (N=51)	COMP SAMPLE* (N=3,339)	1998 2R0X1 (N=230)	COMP SAMPLE* (N=9,548)
<u>EXPRESSED JOB INTEREST:</u> INTERESTING SO-SO DULL	62	75	69	73	80	78
	18	16	16	16	13	15
	21	9	15	11	7	7
<u>PERCEIVED UTILIZATION OF TALENTS:</u> FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	81	83	76	83	86	85
	19	17	24	17	14	15
<u>PERCEIVED UTILIZATION OF TRAINING:</u> FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	81	89	78	84	80	82
	19	11	22	16	20	18
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u> SATISFIED NEUTRAL DISSATISFIED	55	73	67	72	76	74
	22	14	18	13	10	11
	23	13	16	15	14	15
<u>REENLISTMENT INTENTIONS:</u> YES, OR PROBABLY YES NO, OR PROBABLY NO PLAN TO RETIRE	55	63	69	74	76	78
	45	37	31	26	10	7
	0	0	0	0	14	15

* Comparative sample of Mission Equipment Management career ladders surveyed in 1996 include the 2A0X1A, 2A1X1, 2A1X7, 2A3X3, 2A6X1A/B, 2A6X2, 2E4X1, 2E6X1, and 2E6X2 AFSCs.

TABLE 39

COMPARISON OF CURRENT SURVEY AND PREVIOUS SURVEY BY TAFMS GROUPS
(PERCENT MEMBERS RESPONDING)

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	1998 2R0X1 (N=78)	1994 2R0X1 (N=22)	1998 2R0X1 (N=51)	1994 2R0X1 (N=43)	1998 2R0X1 (N=230)	1994 2R0X1 (N=118)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	62	68	69	82	80	81
SO-SO	18	22	16	13	13	13
DULL	21	10	15	5	7	7
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	81	89	76	88	86	87
LITTLE OR NOT AT ALL	19	11	24	12	14	13
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	81	80	78	80	80	72
LITTLE OR NOT AT ALL	19	20	22	20	20	28
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>						
SATISFIED	55	75	67	80	76	74
NEUTRAL	22	10	18	9	10	9
DISSATISFIED	23	15	16	10	14	17
<u>REENLISTMENT INTENTIONS:</u>						
YES, OR PROBABLY YES	55	73	69	79	76	74
NO, OR PROBABLY NO	45	27	31	10	10	9
PLAN TO RETIRE	0	0	0	11	14	16

*Information not included in previous survey

** Previous survey may not total 100 % due to rounding

TABLE 40

COMPARISON OF JOB SATISFACTION INDICATORS BY ACTIVE DUTY SPECIALTY JOBS
(PERCENT MEMBERS RESPONDING)

	Maint Data Analysis Cluster (ST054) (N=105)	CAMS DBM Job (ST073) (N=72)	Functional Analyst/ Manager Job (ST067) (N=10)	G081 DBM Cluster (ST031) (N=7)	1st Line Supv Job (ST070) (N=67)	Management Job (ST094) (N=40)	Comm- Elect Job (ST061) (N=4)
	66	83	70	86	90	75	100
	18	10	10	14	6	13	0
	16	7	20	0	4	13	0
	80	82	70	86	97	90	75
	20	18	30	14	3	10	25
	87	82	30	57	90	80	100
	13	18	70	43	10	20	0
	60	75	50	86	87	78	100
	23	8	10	0	4	12	0
	17	17	40	14	9	10	0
	61	61	50	86	71	40	50
	32	21	10	14	7	13	25
	7	18	40	0	22	48	25

EXPRESSED JOB INTEREST:

INTERESTING
SO-SO
DULL

PERCEIVED UTILIZATION OF TALENTS:

FAIRLY WELL TO PERFECTLY
LITTLE OR NOT AT ALL

PERCEIVED UTILIZATION OF TRAINING:

FAIRLY WELL TO PERFECTLY
LITTLE OR NOT AT ALL

SENSE OF ACCOMPLISHMENT GAINED FROM WORK:

SATISFIED
NEUTRAL
DISSATISFIED

REENLISTMENT INTENTIONS:

YES, OR PROBABLY YES
NO, OR PROBABLY NO
WILL RETIRE

IMPLICATIONS

This survey was initiated to provide current job and task data for use in evaluating the AFMAN 36-2108 *Specialty Description* and appropriate training documents.

Survey results clearly indicate that the present classification structure, as described in the latest specialty description, accurately portrays the jobs performed in this career ladder. Career ladder training documents appear, on the whole, to be well supported by survey data. As was pointed out in the **JOB SATISFACTION ANALYSIS** section, job satisfaction responses by AFSC 2R0X1 personnel reported the utilization of training is adequate, thus indicating support for the overall training system. The remaining job satisfaction indicators of job interest, perceived utilization of talents, sense of accomplishment from work, and reenlistment intentions were rated lower than both the comparative sample and previous survey for first- and second- enlistment personnel. Additionally, the career ladder progression is typical, with the move from technical work at the 3- and 5-skill levels to supervisory and management at the 7-skill level.

APPENDIX A

SELECTED REPRESENTATIVE TASKS PERFORMED BY SPECIALTY JOB GROUPS

TABLE A1

Maintenance Data Analysis Cluster (ST054)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
A0019	Compute break rates	97
A0021	Compute fix rates	91
A0045	Extract break rate data	90
A0047	Extract fix rate data	84
A0006	Calculate mission deviation rates	79
A0067	Review status rates, such as not mission capable (NMC), for developing trends or problems	76
A0007	Calculate percentiles	69
A0032	Conduct special studies	68
A0016	Compile pilot reported discrepancies (PRDs) data	67
A0012	Compile data for aerospace vehicle summaries	67
A0017	Compute aerospace vehicle scheduling effectiveness data	67
A0046	Extract data from delayed discrepancy maintenance reports	66
A0029	Compute or determine maintenance scheduling effectiveness	65
A0052	Gather operational data, such as flying hours, from other agencies	63
A0014	Compile end-item equipment downtime and work unit code data	61
A0001	Calculate aerospace vehicle systems reliabilities or capabilities	60
A0004	Calculate error rates of data	54
A0043	Evaluate job documentation data (JDD)	52
A0030	Compute or determine man-hour utilization factors	50
A0018	Compute base or unit repair capabilities	50
A0013	Compile data for maintenance awards, such as Daedalian trophy or maintenance effectiveness	49
A0024	Compute or determine aerospace vehicle equipment capabilities	48
A0050	Extract or evaluate high system or component failure data	47
A0059	Prepare written narratives on aerospace vehicle maintenance summaries	46
A0009	Calculate standard deviations	44
A0060	Prepare or conduct briefings on aerospace vehicle maintenance performance	43
A0031	Compute or determine unscheduled-versus-scheduled maintenance rates, other than communications-electronics (C-E)	42

TABLE A2

CAMS Data Base Management Job (ST073)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
C0148	Troubleshoot user problems	100
C0114	Correct data base errors	95
C0128	Load or maintain transaction identification code (TRIC) security for individuals	95
C0129	Load or maintain TRIC security for workcenters	94
C0138	Notify systems users of status of unscheduled downtime for systems	94
C0126	Instruct systems users on systems changes or problems, such as extended downtime procedures	92
C0105	Build or execute runstreams	91
C0134	Maintain systems advisory notice (SAN) files	90
C0136	Monitor systems operations	87
C0130	Maintain heads-up messages (HUMs)	85
C0143	Perform delete history procedures	82
C0108	Coordinate monthly releases with DMC and users	82
C0139	Open or close remote devices	82
C0107	Coordinate computer downtimes with Defense Mega Center (DMC)	81
C0125	Initiate, prepare, or review difficulty reports (DIREPs)	79
C0111	Coordinate systems hardware problems or repairs with DMC or users	79
C0127	Interface microcomputers with mainframes	78
C0110	Coordinate recovery procedures with DMC and users	73
C0109	Coordinate operation or scheduling of remote line printers with users	73
C0118	Develop retrievals using query language processors (QLPs)	72
C0106	Build or update files maintenance control records, such as systems, unit, or user records	68
C0140	Perform area, set, or CALC verifications	67
C0124	Initiate, prepare, or review communications-computer systems requirements documents (CSRDs)	64
C0145	Process transactions to obtain prints of subsystem records	58
C0116	Develop retrievals using interactive processing facilities (IPFs)	56
D0172	Analyze or evaluate user systems problems	56
C0113	Coordinate system management integrity with subsystem functional managers	56
C0122	Execute specialized programs	50
C0120	Evaluate requirements for new programs or modifications to existing programs	50
C0121	Execute defense data network (DDN) system-to-system networks	50
C0117	Develop retrievals using interactive query utilities (IQUs)	46

TABLE A3

Functional Analyst/Manager Job (ST067)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
C0120	Evaluate requirements for new programs or modifications to existing programs	100
D0150	Analyze proposals or suggestions for systems modifications	100
D0165	Evaluate CSRDs or DIREPs	100
D0172	Analyze or evaluate user systems problems	90
C0148	Troubleshoot user problems	90
C0147	Submit or validate suggestions for systems modifications	90
E0228	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	90
C0125	Initiate, prepare, or review difficulty reports (DIREPs)	90
D0171	Review implementation of systems modifications, changes, or conversions, such as monthly releases or SANs	90
D0163	Edit or test programs in CAMS	80
D0153	Coordinate systems development with computer programmers, functional managers, or other analysts	80
C0124	Initiate, prepare, or review communications-computer systems requirements documents (CSRDs)	80
G0279	Coordinate requests for TDY orders with appropriate agencies	80
E0243	Write performance reports or supervisory appraisals	70
D0162	Develop or maintain user documentation	70
E0229	Plan general briefings, conferences, or workshops	70
E0225	Interpret policies, directives, or procedures for subordinates	70
E0179	Conduct supervisory performance feedback sessions	70
D0167	Initiate HUMs	60
D0169	Initiate SANs	60
E0187	Determine or establish work assignments or priorities	60
E0220	Indorse performance reports or supervisory appraisals	60
E0183	Counsel subordinates concerning personal matters	60
D0155	Design or write programs for CAMS	50
D0154	Coordinate, schedule, or release CAMS software	50
E0198	Draft supplements or changes to directives, such as policy directives, manuals, or instructions	50
E0192	Develop or establish work methods or procedures	50
E0214	Evaluate personnel for promotion, demotion, reclassification, or special awards	50
C0127	Interface microcomputers with mainframes	40
C0114	Correct data base errors	30
F0251	Conduct formal course classroom training	30

TABLE A4

G081 Data Base Management Cluster (ST031)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
C0148	Troubleshoot user problems	92
D0172	Analyze or evaluate user systems problems	83
E0228	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	75
C0126	Instruct systems users on systems changes or problems, such as extended downtime procedures	71
H0312	Store equipment, tools, parts, or supplies	71
C0127	Interface microcomputers with mainframes	67
C0136	Monitor systems operations	67
H0308	Inventory equipment, tools, parts, or supplies	63
C0138	Notify systems users of status of unscheduled downtime for systems	63
C0119	Develop retrievals using variable information retrieval programs (VIRPs)	58
D0150	Analyze proposals or suggestions for systems modifications	58
C0111	Coordinate systems hardware problems or repairs with DMC or users	58
C0103	Advise staff agencies or users on availability of programs or routines	58
H0311	Pick up or deliver equipment, tools, parts, or supplies	58
C0120	Evaluate requirements for new programs or modifications to existing programs	54
C0124	Initiate, prepare, or review communications-computer systems requirements documents (CSRDs)	54
C0122	Execute specialized programs	50
C0114	Correct data base errors	50
H0303	Evaluate serviceability of equipment, tools, parts, or supplies	50
C0115	Determine status of assigned automated data processing equipment (ADPE)	46
H0304	Identify and report equipment or supply problems	46
D0156	Design or write programs for systems, other than CAMS	42
D0164	Edit or test programs in systems, other than CAMS	42
D0160	Develop procedures for operating systems	42
E0177	Conduct self-inspections or self-assessments	42
C0147	Submit or validate suggestions for systems modifications	42
D0153	Coordinate systems development with computer programmers, functional managers, or other analysts	42
H0307	Initiate requisitions for equipment, tools, parts, or supplies	42
H0310	Maintain organizational equipment or supply records, such as custodian authorization/custody receipt listings (CA/CRLs)	42
C0106	Build or update files maintenance control records, such as systems, unit, or user records	42
H0305	Initiate documentation to turn in excess or surplus property	42
G0277	Compile general data for records, reports, logs, or trend analyses	38
E0192	Develop or establish work methods or procedures	38
D0159	Develop equipment specifications for systems	29
F0253	Conduct OJT	29

TABLE A5

First Line Supervisor Job (ST070)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
E0228	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	86
A0067	Review status rates, such as not mission capable (NMC), for developing trends or problems	83
C0148	Troubleshoot user problems	82
A0019	Compute break rates	82
E0177	Conduct self-inspections or self-assessments	80
C0103	Advise staff agencies or users on availability of programs or routines	80
A0032	Conduct special studies	78
A0014	Compile end-item equipment downtime and work unit code data	78
C0126	Instruct systems users on systems changes or problems, such as extended downtime procedures	78
C0127	Interface microcomputers with mainframes	77
A0060	Prepare or conduct briefings on aerospace vehicle maintenance performance	77
A0012	Compile data for aerospace vehicle summaries	77
A0045	Extract break rate data	77
E0190	Develop self-inspection or self-assessment program checklists	75
A0043	Evaluate job documentation data (JDD)	75
E0192	Develop or establish work methods or procedures	75
A0001	Calculate aerospace vehicle systems reliabilities or capabilities	75
A0021	Compute fix rates	75
A0046	Extract data from delayed discrepancy maintenance reports	74
C0105	Build or execute runstreams	73
C0128	Load or maintain transaction identification code (TRIC) security for individuals	73
A0006	Calculate mission deviation rates	73
A0052	Gather operational data, such as flying hours, from other agencies	73
E0187	Determine or establish work assignments or priorities	72
C0138	Notify systems users of status of unscheduled downtime for systems	72
E0240	Supervise military personnel	71
A0047	Extract fix rate data	71
A0007	Calculate percentiles	71
A0059	Prepare written narratives on aerospace vehicle maintenance summaries	70
A0030	Compute or determine man-hour utilization factors	70
A0018	Compute base or unit repair capabilities	70
C0129	Load or maintain TRIC security for workcenters	70
A0029	Compute or determine maintenance scheduling effectiveness	70
A0017	Compute aerospace vehicle scheduling effectiveness data	70
C0114	Correct data base errors	69
A0066	Review maintenance standardization and evaluation data for developing trends or problems	69
C0104	Analyze outputs from systems performance reports	69
F0253	Conduct OJT	69
A0049	Extract or evaluate high man-hour consumer data	69

TABLE A6

Management Job (ST094)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
E0183	Counsel subordinates concerning personal matters	98
E0243	Write performance reports or supervisory appraisals	95
E0240	Supervise military personnel	95
E0179	Conduct supervisory performance feedback sessions	95
E0245	Write recommendations for awards or decorations	93
E0225	Interpret policies, directives, or procedures for subordinates	93
E0228	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	93
E0181	Conduct supervisory orientations for newly assigned personnel	93
E0224	Inspect personnel for compliance with military standards	93
E0214	Evaluate personnel for promotion, demotion, reclassification, or special awards	88
E0213	Evaluate personnel for compliance with performance standards	88
E0192	Develop or establish work methods or procedures	86
E0187	Determine or establish work assignments or priorities	86
E0193	Develop or establish work schedules	86
E0177	Conduct self-inspections or self-assessments	81
F0254	Counsel trainees on training progress	81
E0174	Assign personnel to work areas or duty positions	81
E0195	Direct training functions	79
E0203	Establish performance standards for subordinates	79
F0261	Evaluate personnel to determine training needs	79
F0253	Conduct OJT	79
E0216	Evaluate work schedules	79
E0223	Initiate actions required due to substandard performance of personnel	76
E0217	Evaluate workload requirements	76
F0267	Maintain training records or files	74
F0255	Determine training requirements	71
E0237	Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	71
A0067	Review status rates, such as not mission capable (NMC), for developing trends or problems	67
F0265	Evaluate progress of trainees	67
E0209	Evaluate job or position descriptions	64
A0032	Conduct special studies	60
E0244	Write staff studies, surveys, or routine reports, other than training or inspection reports	60
E0190	Develop self-inspection or self-assessment program checklists	57
E0229	Plan general briefings, conferences, or workshops	57
E0188	Develop organizational or functional charts	57
A0013	Compile data for maintenance awards, such as Daedalian trophy or maintenance effectiveness	57
E0194	Direct administrative functions	57
E0242	Write job or position descriptions	55
A0060	Prepare or conduct briefings on aerospace vehicle maintenance performance	55

TABLE A7

Communications-Electronics Analysis Job (ST061)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
C0148	Troubleshoot user problems	100
E0202	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	100
E0228	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	100
B0099	Review C-E inventory reports for accuracy	80
E0192	Develop or establish work methods or procedures	80
E0241	Write inspection reports	80
E0177	Conduct self-inspections or self-assessments	80
D0172	Analyze or evaluate user systems problems	80
E0190	Develop self-inspection or self-assessment program checklists	80
A0043	Evaluate job documentation data (JDD)	80
B0075	Calculate C-E unscheduled-versus-scheduled maintenance rates	80
C0124	Initiate, prepare, or review communications-computer systems requirements documents (CSRDS)	80
E0193	Develop or establish work schedules	80
G0277	Compile general data for records, reports, logs, or trend analyses	80
F0253	Conduct OJT	80
H0304	Identify and report equipment or supply problems	80
G0295	Maintain or update status indicators, such as boards, graphs, or charts	80
A0004	Calculate error rates of data	80
B0097	Review C-E equipment status reports for accuracy	60
E0191	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	60
B0083	Conduct briefings on C-E maintenance summaries	60
A0066	Review maintenance standardization and evaluation data for developing trends or problems	60
E0178	Conduct staff assistance visits, inspections, or audits	60
E0242	Write job or position descriptions	60
E0246	Write replies to inspection reports	60
E0207	Evaluate inspection report findings or inspection procedures	60
F0249	Brief organizational personnel concerning training programs or matters	60
F0261	Evaluate personnel to determine training needs	60
F0264	Evaluate effectiveness of training programs, plans, or procedures	60
C0125	Initiate, prepare, or review difficulty reports (DIREPs)	60
E0198	Draft supplements or changes to directives, such as policy directives, manuals, or instructions	60
B0091	Prepare C-E management reports	60
G0300	Write minutes of briefings, conferences, or meetings	60
E0229	Plan general briefings, conferences, or workshops	60
B0096	Review C-E equipment or mission status rates for developing trends or problems	60
B0093	Prepare written narratives on C-E maintenance summaries	60
B0100	Review C-E JDD source documents for accuracy	60